PERSON SPECIFICATION FORM

**POST:** News editor

**DEPARTMENT:** Editorial

Key: A/F = Application Form, A/I = assessment and/or interview

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| **EDUCATIONAL REQUIREMENTS** | **A/F** | **A/I** |
| Essential  First degree or equivalent | X |  |
| **PROFESSIONAL/TECHNICAL & OCCUPATIONAL TRAINING** | **A/F** | **A/I** |
| Essential  NCTJ or similar professional qualification in journalism, or APEL equivalent  Evidence of continuing professional development in publishing and management | X  X | X |
| **EXPERIENCE** | **A/F** | **A/I** |
| Essential  Managing, motivating and leading a team of staff in a publishing environment  Working in a news environment  Editing a range of material for publication online and in print  Desirable  Have cleared content for publication without reference to more senior colleagues  Supervising outside contributors and freelancers  Recording and editing of audio and/or video content  Represented a publication in media interviews | X  X  X  X  X  X  X | X  X  X  X |
| **SKILLS & KNOWLEDGE** | **A/F** | **A/I** |
| Essential  Evidence of excellent editing, writing and interviewing skills  Extensive knowledge of current affairs  An understanding of how social media works and its importance  Well-developed leadership skills, to include a willingness and ability to create and maintain a high-performance culture across the editorial department and the company as a whole  High-level organisational skills  Up-to-date and broad knowledge and understanding of laws relating to libel and copyright  Ability to develop effective working relationships with colleagues and external stakeholders, demonstrating excellent influencing and persuasion skills  Excellent attention to detail  Good numeracy skills  Desirable  Knowledge of current issues affecting the nursing profession  Has well-developed contacts with a wide range of key professional leaders in healthcare  Understands key performance indicators and their importance to RCNi | X  X  X  X | X  X  X  X  X  X  X  X  X  X |
| **OTHER REQUIREMENTS** | **A/F** | **A/I** |
| Essential  Willing and able to undertake overnight stays, sometimes at short notice  Willing and able to act as an ambassador for the company at all times  Understands what is meant by ‘equality of opportunity’ and is sensitive to this organisational objective at all times |  | X  X  X  X |

*Prepared by Gary Bell, Editorial Director, June 2021*