

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** |
| EssentialFirst degree or equivalent | X |  |
| **PROFESSIONAL/TECHNICAL & OCCUPATIONAL TRAINING** | **A/F** | **A/I** |
| EssentialNCTJ or similar professional qualification in journalism, or APEL equivalentEvidence of continuing professional development in publishing and management | XX | X |
| **EXPERIENCE** | **A/F** | **A/I** |
| EssentialManaging, motivating and leading a team of staff in a publishing environmentWorking in a news environmentEditing a range of material for publication online and in printDesirableHave cleared content for publication without reference to more senior colleaguesSupervising outside contributors and freelancersRecording and editing of audio and/or video contentRepresented a publication in media interviews | XXXXXXX | XXXX |
| **SKILLS & KNOWLEDGE** | **A/F** | **A/I** |
| EssentialEvidence of excellent editing, writing and interviewing skillsExtensive knowledge of current affairsAn understanding of how social media works and its importanceWell-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 wholeHigh-level organisational skillsUp-to-date and broad knowledge and understanding of laws relating to libel and copyrightAbility to develop effective working relationships with colleagues and external stakeholders, demonstrating excellent influencing and persuasion skillsExcellent attention to detailGood numeracy skills DesirableKnowledge of current issues affecting the nursing professionHas well-developed contacts with a wide range of key professional leaders in healthcareUnderstands key performance indicators and their importance to RCNi | XXXX | XXXXXXXXXX |
| **OTHER REQUIREMENTS** | **A/F** | **A/I** |
| EssentialWilling and able to undertake overnight stays, sometimes at short noticeWilling and able to act as an ambassador for the company at all timesUnderstands what is meant by ‘equality of opportunity’ and is sensitive to this organisational objective at all times |  | XXXX |

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