



JOB DESCRIPTION CONTENT

Job Title	Sub editor.
Location	Based at the Ilford office. The company reserves the right to require you to work at a different location either on a temporary or permanent basis on reasonable notice.
Reference Number	
Reporting Relationships	Reporting to the deputy editor
Job Purpose	To design and edit pages in accordance with the style of the newspaper, ensuring all copy is “legal”.
Job Dimensions	A sub editor’s role is to design, edit, proof and output pages, consulting with reporters and other staff when necessary.
Organisational Chart	The successful applicant will report to the deputy editor and will also deal with the news editor and reporters on a day-to-day basis.
Main Responsibilities (MR)	<p>To design and sub edit pages to the required standard and house style, meeting the obligations dictated by the law and also the PCC code of conduct.</p> <p>Providing input in the forward planning of the newspapers through editorial meetings and discussions.</p> <p>To provide feedback in order to help in the training of junior members of staff to improve quality of copy produced.</p> <p><i>This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the job description fully reflects the responsibilities of the job.</i></p>
Communication & working relationships	You will work as a member of the editorial department and as such will have interaction with a variety of departments in the production of a series of publications.
Most challenging part of the job	Producing accurate, eye-catching work within tight deadlines can be stressful, but a great deal of satisfaction can be achieved by contributing to a quality product.
Health & Safety	<i>All temporary workers must observe and comply with Archant’s policies and procedures for health and safety</i>

Equal Opportunities Statement	<i>All temporary workers must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives</i>
Job description Agreement	To be signed within 6 weeks of employment after discussion with line manager. Manager: Date:..... Post holder:..... Date :..... Always to be completed