



# JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Content Editor & Publishing Specialist
Reports to:	Associate Dean Digital, Learning and Teaching
Location:	Home Based
Department:	Learning and Teaching Faculty QAHE

2. ABOUT THE ROLE	
What you'll be doing?	<p>The Content Editor &amp; Publishing Specialist will improve the quality of QA's learning experience by proofing, editing and publishing our digital and printed content . The Content Editor &amp; Publishing Specialist role also involves uploading, reformatting, checking accuracy, and categorising content within our content management system and digital platforms. The team is focused on ensuring accuracy and using plain English to explain complex technical topics in order to promote more effective and engaging learning content, as well as publishing content (both digital and printed) within project deadlines.</p>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Copy-editing text from multiple Content Authors to bring in line with university partner requirements.</li> <li>• Competent proofing and editing skills</li> <li>• Correcting spelling mistakes, grammatical errors and ensuring text meets desired readability scoring</li> <li>• Publishing digital content, such as quizzes and videos to learning platforms</li> <li>• Reformatting, branding and uploading printed content to content management system</li> <li>• Checking content for completeness and details such as consistent numbering and layout</li> <li>• Liaising with authors to ensure editing maintains the intended meaning for content</li> <li>• Setting up the website and other systems to host content and enable user access</li> <li>• Editing/updating HTML for QA fileshare websites</li> <li>• Testing learning platforms for suitability and ease of use</li> <li>• Suggesting improvements to existing content in order to improve user experience</li> <li>• Maintaining digital and printed content databases accurately and with version control</li> <li>• Redrafting digital and printed copy for better user experience</li> <li>• Dealing with platform and content queries</li> <li>• Working productively and collaboratively as part of an agile (Scrum) team</li> <li>• Working with online systems to manage workflow and publishing of new content.</li> <li>• Liaising with Ops Management and Production team</li> </ul>

	<p>members to ensure publication deadlines are met.</p> <ul style="list-style-type: none"> <li>• Liaising with stakeholders to ensure material meets deadlines for delivery</li> <li>• Supporting the Learning Teaching team in maintaining high quality digital content and platforms</li> </ul>
KPIs & SLAs	<p><b>Publishing printed and digital content to project deadlines</b> - measured on meeting target deadlines (within control)  <b>Completing proof reading and editing tasks on time</b> - measured based on volume of content tasks completed  <b>Quality of sub-editing</b> - based on learner evaluation feedback.</p>
Key Working Relationships	<p>You will regularly engage with a number of key stakeholders including Content Authors, Learning and Teaching Co-ordinators, Project Managers, Associate Dean Digital, Learning and Teaching and Dean of Faculty.</p>

### 3. ABOUT YOU

Skills & Abilities	<ul style="list-style-type: none"> <li>• High quality of written English</li> <li>• Attention to detail</li> <li>• Ability to focus on completing tasks in full</li> <li>• Ability to meet deadlines</li> <li>• Confident using multiple technology and platforms</li> <li>• Understanding of digital platforms and how to improve user experience</li> <li>• Quality driven</li>   <li>• Excellent spoken/written communication skills (English)</li> </ul>
Your Experience	<ul style="list-style-type: none"> <li>• Experience in a content publishing or copy editing role</li> </ul>

Your Knowledge	<ul style="list-style-type: none"><li>• Very good understanding of core grammatical principles</li><li>• Good understanding of plain English principles</li><li>• Competent using a variety of platforms and systems</li></ul> <p>Desired:</p> <ul style="list-style-type: none"><li>• Understanding of education and learning</li></ul>
Your Qualifications	<ul style="list-style-type: none"><li>• Required - A level in English and demonstrable ability around proof reading and editing copy.</li></ul> <p>Desired:</p> <ul style="list-style-type: none"><li>• Degree in English, Journalism or another linguistic</li></ul>

	subject
What you'll bring to QA	<ul style="list-style-type: none"> <li>• Positive and proactive, with a can-do attitude</li> <li>• Passionate about language and learning</li> <li>• Good planner and problem-solver</li> <li>• Must demand high standards and set the bar through consistent and high quality personal approach</li> <li>• Must be able to work at a detailed level</li> <li>• Team-player</li> </ul>

#### 4. ABOUT QA

About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b></p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards.</li> <li>○ We contribute (insightfully) to the debate inside and outside QA.</li> <li>○ We move. Quickly. We respond to your needs - fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>○ We spend time getting to know you - our learners and our customers - to earn your trust.</li> <li>○ We connect a solution to your problem - we have tonnes of different services to help you.</li> <li>○ We're the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>○ We embrace change - and support it.</li> <li>○ We challenge ourselves to use the latest technologies and</li> </ul>

	<p>methods - no matter how out there.</p> <ul style="list-style-type: none"> <li>○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>
<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for <b>3 Training Days</b> every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid <b>Charity Days</b> each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>○ Season ticket loan</li> <li>○ Corporate gym membership</li> <li>○ Cycle to work scheme</li> </ul>