

Position Description

Job title	Editorial and Production Coordinator
Location	Melbourne
Reports to	Principal, Melbourne

Primary purpose of the role

The Editorial & Production Coordinator undertakes proofreading, editing and formatting work across a range of written formats in order to support brand rules, quality and consistency across the organisation. The role supports the Consultants to improve their own editorial and productions skills and provides advice as required.

Main Responsibilities

- Proofread and format all company-produced documents, including proposals, reports and marketing material, in accordance with the GML StyleManual.
- Layout company produced documents, including proposals, reports and marketing material, in accordance with the GML templates.
- Provide editorial support to authors where necessary.
- Manage and obtain copyright permissions.
- Edit proofread and create content for communications and marketing channels
- Liaise/manage external proofreaders including briefing them as needed and managing invoicing process with Finance.
- Update and maintain the GML Style Manual in consultation with other design support staff.
- Conduct internal style training and briefings as and when required.
- Additional backup for production/formatting as required and subject to availability.
- Support the EndNote referencing/research tool, including setting up and inducting new local users to EndNote library when required.
- Supporting internal quality audits and preparing for external quality audits eg, conducting internal audits as auditor, writing or co-writing the batch report of audit findings.
- Support the production of case studies of previous projects for the website including drafting, interviews etc.
- Manage or participate in other projects/special tasks as required.
- Improving processes, protocols and checklists etc around production and proofreading as needed.

- Adhere to quality certification requirements.

Other requirements

- Adhere to the requirements of Work Health and Safety legislation as defined in the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011, and also GML's WHS Management System and any client health and safety requirements.
- Adhere to the requirements of other State and Commonwealth legislation including the Building Code 2013.
- Complete accurate and detailed timesheets on a daily basis.
- Attend mandatory training and development activities as required from time to time.
- Undertake other reasonable duties and tasks as required according to business needs.

Essential Skills and attributes

- Tertiary qualifications in a relevant discipline, eg writing, editing, publishing, communications.
- Demonstrated experience in editing and proofing technical reports and proposals.
- The ability to communicate complex ideas to a varied audience internally and externally.
- Excellent time management.
- Advanced knowledge of Microsoft Office Suite (Word, PowerPoint).
- An impeccable eye for detail.

Desirable

- An understanding of professional heritage services.
- Ability to teach skills in above applications to a diverse team.
- Adobe Design Suite (Photoshop, Illustrator, Acrobat, InDesign).
- Highly motivated, self-directed and forward thinking.
- Ability to multi-task and work under competing pressures.
- Enjoys working within a multidisciplinary team.