



JOB DESCRIPTION CONTENT

Job Title	Sub-editor.
Location	Based at the Newham office. The company reserves the right at any time to require you to work at a different location either on a temporary or permanent basis on reasonable notice
Reference Number	Newham Sub Editor 002/2007
Reporting Relationships	Reporting directly to the 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 edit, design, proof and output pages, consulting with reporters and other staff when necessary. There will also be some reporting and feature writing aspects to the position

Organisational Chart	The successful applicant will report directly to the deputy editor/editor and will also deal with the news editor and reporters on a day-to-day basis.
Main Responsibilities (MR)	<p>Identifies what must be achieved and to what standard</p> <p>These are made up of three elements</p> <ol style="list-style-type: none"> 1. Action: a) design pages in the house style. b) sub-edit copy for newsworthiness, accuracy, style and defamation. c) offer story suggestions, d) provide input into the evolution of the paper. e) write accurate eye-catching headlines. f) choose, scale and scan pictures. g)proof read and correct finished pages to ensure they are ready for publication. 2. Function: To produce pages to a required standard in accordance with style laid down. 3. End result: The overall look and readability of the paper. To deal with inquiries resulting from pages subbed. 4 Writing of news stories and features
Communication & working relationships	Within the team – department – external organisations.

Most challenging part of the job	Working to tight time deadlines.
Health & Safety	All employees must observe and comply with Archants policies and procedures for health and safety
Equal Opportunities Statement	All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives
Job description Agreement	<p>To be signed within 6 weeks of employment after discussion with line manager.</p> <p>Manager:</p> <p>Date:.....</p> <p>Post holder:.....</p> <p>Date</p> <p>Always to be completed</p>