



## PERSON SPECIFICATION FORMAT

**Job Title:** Sub editor

**Location:** Newham

**Ref No:** Sub-editor 001/2008

<b>SECTION</b>	<b>ESSENTIAL CRITERIA In order of priority</b>	<b>METHOD OF ASSESSMENT Must be identified by each criteria</b>
<b>Education / qualifications Training</b>	1. Formal NCTJ pass or equivalent qualification 2. Sub editing courses taken 4. University degree 5. 'A' Levels	Relevant documentation  Relevant documentation Relevant documentation Relevant documentation
<b>Experience</b>	1. Previous position as a sub-editor 2. On-the-job training 3. Experience as a newspaper reporter to NCE level 4.	Testimonials, CV  Relevant documentation
<b>Knowledge / skills</b>	1. Knowledge of newspaper law 2. Flair for design 3. High degree of Literacy 4. Headline writing skills 5. Knowledge of photoshop	Give the applicant appropriate tests to complete
<b>Work related attributes, qualities, competencies</b>	1. Attention to detail 2. Imaginative design skills 3. Good inter-personnel skills 4. Flexibility 5. Ability to work under deadline pressures	Interview Examples of previous work Interview Interview Interview

