

Deputy managing editor

Last reviewed: July 2024

To be reviewed: July 2026

Purpose of the role

The role of the deputy managing editor(s) is to assist the managing editor in ensuring the content of Lab Tests Online UK (LTO) meets the needs of its audience. This includes overseeing and refining content review processes (with administrative assistance from staff) and ensuring regular review cycles are completed within defined timescales.

Responsibilities (with managing editor)

- Work with the managing editor to appoint new voluntary editorial/review roles as needed for maintenance and development of the site.
- Work with the managing editor and staff team to ensure editorial procedures are in place to provide up-to-date, accurate, peer-reviewed quality content for the site.
- Work with the staff team to ensure regular review cycles are completed within defined timescales, advising staff as needed, eg recommending reviewers to assign to pages based on expertise.
- Have an oversight of the processes in place for review, checking reviewers' edits and, if needed, guiding reviewers with feedback to improve performance.
- Work with LTO board to seek patient feedback about the content and user experience of the site, and keep editorial content responsive to analytics, user feedback and Association for Laboratory Medicine style guidelines.
- Liaise with LabMed's green champions and equity, diversity and inclusion (EDI) champions
- Provide regular reports on the status of the content and reviews to the LTO board

Support

- Sharepoint folder with relevant LTO guidelines
- Support from the managing editor and staff
- Support from IBMS and RCPATH board members to recruit reviewers and editors

Person specification

- Member of the Association for Laboratory Medicine, IBMS or RCPATH
- HCPC registration and band 8c or above for biomedical scientists
- Full FRCPath for clinical scientists and chemical pathologists
- Share Association for Laboratory Medicine values

Term for the role

3 years (with a 3 year extension of the term to be approved by the Chair)

Produced by: