Position Description

Title	Content Editor
Department	Content Design and Development
Reporting to	Content Maintenance Manager
Location	Sydney
Band	4

The College of Law

The College of Law Ltd (The College) is a company limited by guarantee and operates in the market of the post-tertiary educational and training for the Australasian legal profession. The company has separate colleges in New South Wales, Queensland, Victoria, Western Australia, South Australia and New Zealand. The College Mission is to enhance the careers of legal professionals across Australasia through the delivery of innovative, practice-focused legal education and training. Our core competencies are the creation of high quality legal education courses, and the professional delivery of these courses. The College develops and delivers quality legal education via three streams: Practical Legal Training (PLT) for law graduates to gain admission as a practising lawyer; Practitioner Education which includes award and non-award programs such as short courses for practising lawyers to maintain their career-long professional development through education and training; and Masters and graduate diploma programs focusing on practical, applied law for practising lawyers wishing to improve their practice-related knowledge and skills.

Content Design and Development

CDD leads the College of Law's learning content and product development pipeline. CDD is responsible for managing product portfolio strategy, leading short and long-term planning for the College, and optimising operational execution within content development, production and commercialisation environments. CDD's focus is to design and develop new, breakthrough learning content products and student experiences. CDD also develops and manages the learning portal, content management system, digital asset management system and library management system to empower students and users to engage with content in new ways, and to seamlessly interact with lecturers/mentors/advisors/experts.

Purpose of position

The purpose of this position is to contribute to the development and maintenance of College learning content and publications across all programs and jurisdictions. The position also works closely with Content Designers, external authors and academic staff to ensure new

learning content and publications are accurate, current and relevant.

Accountabilities

Areas	Key accountabilities
Editing and publishing	• Assists with the annual production of print and online practice papers and learning content for all College programs • Monitors legal developments and performs legal research • Liaises with other CDD teams regarding production and course deadlines, updates, amendments and compilations
Learning content creation and maintenance	• Commissions, briefs and manages external and internal subject matter experts • Manages copyright records in the content revision and creation process • Reviews, edits and formats learning content materials prior to publication • Makes content updates as requested by Business Units • Assists Content Designers with managing learning content through product development life cycle • Stores and manages content assets in accordance with CDD's content management protocols • Champions best practice in learning content consistency, grammar and style
Educational design and curriculum development	• Champions the College "signature learning design" and all relevant style guides in all content and product development activities

Education/Qualifications

- Tertiary qualifications in Law or progress toward such a qualification

Experience, Skills and Attributes

- Demonstrated experience in the publishing industry with knowledge of publishing workflows and content life cycles

- Demonstrated experience in writing and editing learning content

- Ability to contribute to the creation and maintenance of relevant, current and accurate learning content and publications

- Experience in commissioning, author management and contract administration

- Ability to think creatively and develop innovative solutions

- Outstanding written and verbal communication skills

- Demonstrated ability to use Microsoft Office

- Demonstrated ability to work in a collaborative team environment

- Demonstrated ability to plan, organise, prioritise and execute multiple tasks under strict deadlines

- Highly developed attention to detail