

THE ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

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| JOB TITLE: | Digital Content Editor, <i>BJPsych International</i> . |
| TERM OF OFFICE: | 2 years, subject to review after 1 year and renewable by mutual agreement. |
| RESPONSIBLE TO: | The Digital Content Editor will work closely with the Managing Editor and report in the first instance to the <i>BJPsych International</i> Editor-in-Chief and Editorial Board |
| WORKING WITH: | |
| Governance | <i>BJPsych International</i> Editor-in-Chief and Editorial Board |
| Management | <i>BJPsych International</i> Editor-in-Chief and Editorial Board, Managing Editor, Head of Publishing |
| RESPONSIBLE FOR: | Developing videos for articles and assisting with promotion of online material |
| ELECTED/APPOINTED: | Appointed |
| TIME COMMITMENT: | Approx. 1 session per week |
| SALARY: | There is no remuneration related to the post. Travel and subsistence expenses will be refunded in line with College policy. |

JOB PURPOSE

BJPsych International provides psychiatrists and all mental health professionals with an overview of current policy and practice in psychiatry from a global perspective. Our primary mission is to provide a publication platform for authors from low-and-middle-income countries. Published on behalf of the Royal College of Psychiatrists, the journal is entirely open access. We accept peer-reviewed articles dealing with developments in mental health policy, novel approaches to the management of mental health services, and we promote worldwide training in psychiatry. As the *BJPsych International* evolves, we intend to highlight more digital content, such as videos and podcasts to accompany our published articles. Regular features include thematic papers exploring topical subjects and *Global Echoes*, a section dedicated to contributions from trainees and junior doctors. We do not publish original empirical research, but may occasionally accept audits that have clinical implications of international relevance.

The Digital Content Editor will support the journal as a member of the Editorial Board (see separate job description) and work with the Board to develop videos

to complement articles, helping drive usage to the journal website in line with the *BJPsych International* digital content strategy.

KEY RESPONSIBILITIES

The Digital Content Editor role is to:

1. Encourage authors to submit video abstracts
 - a. identify potentially suitable articles
 - b. approach authors, informing Managing Editor for tracking purposes
 - c. review and approve submitted video abstracts

*The Managing Editor edits final video abstracts to add journal branding
2. Assist with the promotion of online material
 - a. via social media - Twitter in particular, but also Instagram, Facebook and other relevant platforms where possible
 - b. via own networks by sharing links to journal content
 - c. when attending events and conferences
3. Commission video author interviews associated with articles
 - a. deliver a minimum of six video author interviews a year, four of which associated with issue thematic papers ideally
 - b. identify potentially suitable articles and run idea past EIC and Managing Editor
 - c. liaise with the journal podcast editor to avoid overlap
 - d. approach authors, informing Managing Editor for tracking purposes
 - e. obtain consent forms from all participants in the video
 - f. utilise the "invitation to record a video interview for *BJPsych International*" which includes preparation tips
 - g. conduct the interview via Zoom*

*The Managing Editor records the video, edits the video, and shares with the Digital Content Editor and Author for final approval
4. Review and approve (or make a recommendation) journal video content against content of the article or standalone content – considering:
 - a. scope/relevance - does it fit in with journal's aims and scope, and target audience
 - b. quality - scientific credibility
 - c. consent and privacy issues (patient consent, video participants' consent)
 - d. tone, appropriateness, potential controversies/risks/journal reputation
5. Handle unsolicited proposals for video content - review and make a recommendation
6. Collaborate in the production of journal guidelines for video contributors and scripts for videos CUP produce

PERSON SPECIFICATION

The role would suit psychiatrists, and other mental health professionals, such as psychologists, interested in video interviewing and exploring global psychiatry.

- Interest in and understanding of global mental health issues, particularly in low-and middle-income countries
- Interest in/ familiarity with *BJPsych International*
- Enough clinical/scientific knowledge and experience to be able to judge scientific accuracy and quality of content
- A wide and relevant contact network for promoting the journal
- Engaged with or willing to be engaged with social media, particularly Twitter, Instagram, and Facebook
- Pro-active
- Some experience of or interest in conducting interviews – ability to ask relevant and engaging questions
- Reliable and responsive - able to meet deadlines
- Online savvy and familiar with Microsoft Teams and Zoom but no need for video production or video editing skills
- Based anywhere – UK or overseas

Support

Support is available from the publishing team and the Managing Editor can provide technical support. The Editor-in-Chief, the Head of Publishing and the *BJPsych International* Editorial Board can offer guidance and advice.

The Digital Content Editor must be, and must remain, in good standing with the College or relevant professional regulatory body. If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas

- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone’s input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College’s ‘Core Values for Psychiatrists’.

| INTERNAL COLLEGE CONTACTS: |
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| <ul style="list-style-type: none"> • Department: Strategic Communications • Section/Project: Publishing • Name of Contact: Connie Santos Sinclair • Job Title: Managing Editor |