



JOB DESCRIPTION

Job title:	Sub-editor
Department:	ZDNet UK
Company:	CBS Interactive is the leading global media company informing and connecting the buyers, users and sellers of technology
Job purpose:	<p>ZDNet UK are looking for a sub-editor to help the editorial team keep the ZDNet UK site alive with the latest news, reviews and other content. The ideal candidate will be able to focus on getting the details right while working under pressure and to tight deadlines. The sub-editor will be a team player with more than a passing interest in IT.</p> <p>Due to the nature of online, the production desk operates from 8am to 6pm, and the sub-editor must be prepared to work early shifts some days at the direction of the Production Editor.</p>
Reporting line:	Production Editor, ZDNet UK
Working Relationships:	ZDNet UK Editorial Team

Main tasks and responsibilities:

- Working with the Production Editor to ensure that all site content is up to date and accurate. This will include:
 - Sub-editing editorial content across the site.
 - Checking editorial content for accuracy, context, grammar, spelling and facts and maintaining consistency with house style.
 - Identifying and sharing content on our sister sites, and moderating community-sourced content for correspondence to site rules on appropriateness and legality.
 - Ensuring that content is correctly tagged and categorised, according to site structure.
 - Monitoring community activity, from comments to user queries.

Person spec:

- Educated to degree level or equivalent relevant experience.
- Proven excellent English skills.
- Experience of sub-editing on a professional publication.
- Experience using content management systems and/or basic XHTML knowledge is desired, but not essential as full training will be provided.
- Demonstrated ability to pick up new technical skills and adapt old ones is essential.
- Ability to work within and implement a style guide.
- Proven experience of working within a team.
- Proven ability to manage and prioritise an ever-changing workload.
- Familiarity with and interest in current topics in technology would be beneficial.
- Familiarity with a range of online environments – blogs and social networks, as well as more formal publications, would be advantageous.

Competencies for success:

- Attention to detail
- Composure
- Humour
- Perseverance
- Drive for results
- Time management
- Functional/Technical skill

- Technical learning
- Dealing with ambiguity
- Learning on the fly
- Process management

To apply for this position, please email your CV with a covering letter stating your salary expectations to ukrecruitment@cbs.com. Please state clearly in the subject line which post you are applying for.