

JOB DESCRIPTION

Title: Feature Writer

1 Primary Function To prepare articles and communication content.	
2 Reporting To the Business Manager.	
3 Supervises Not responsible for the supervision of others.	
4 Work Performed Frequency	
Technical Articles . To research and conduct interviews for the purpose of writing technical articles for placement into industry magazines, and communication material.	50%
Education Material . Together with the CEO, work on the development of the design, content and production of education information for the AEC industry.	30%
Editing . To support the CEO and Business Manager in editing written material.	5%
Any other task assigned by the Supervisor (also includes tasks that take less than 5% of the job).	As required/agreed.
5 Measures/Outcomes Relate to team commitment and customer focus and are based on: <ul style="list-style-type: none"> Accuracy and efficiency. Meeting deadlines. Quality of project outcomes. 	
6 Essential Knowledge/Skills <ul style="list-style-type: none"> Tertiary qualifications in journalism. Ability to act on own initiative as and when necessary within policy guidelines Ability to adapt to changing situations, be flexible, set priorities, and manage time effectively Accountable and responsible for own practice Ability to liaise and network with others 	