



Senior Editor (Permanent, Full-Time, onsite)

Position Summary

Reporting to the Hansard Manager, the position does final detailed review and edit of Hansard publications, provides editorial supervision and training, provides analysis to the Hansard Manager about editing issues, standards, quality, tools, and training.

Primary Responsibilities

- Performs final, detailed review and edit of verbatim transcripts to ensure that the draft's content is accurate, that appropriate research has been performed, that the transcript follows Hansard editing standards, and that any necessary deviations from Hansard editing standards are appropriate and within the goals of Hansard editing policy.
- Improves the written quality of the transcript for the final publication. Addresses broader inconsistencies/coherence problems/errors which come from a multi-editor environment working on smaller drafts under tight deadlines. Makes decisions to modify or to not apply Hansard procedures by evaluating the situation, assessing if policy would be impacted, and deciding if the draft's clarity and written quality would be improved by the approach.
- Supervises the editors and proofreaders by monitoring, evaluating, correcting their editorial work to ensure that they achieve editing objectives and standards; and by prioritizing and assigning editorial exercises and training assignments and monitoring their learning progress. Provides feedback and input into performance reviews and recruitment.
- Advises and answers questions from input editors, read editors, and proofreaders on matters of editing and research during daily production. Identifies and troubleshoots daily situations which fall outside of Hansard editorial standards and develops solutions. Approves titles composed by team, authors value-neutral titles for question period, and proofreads the most contentious and time-sensitive debate of the day.
- Assesses recruits' potential by testing and evaluating potential hires, makes recommendations about their suitability to the Hansard Manager.
- Designs and delivers editorial training as assigned by the Hansard Manager. For example, designs and delivers editorial training to address editing issues which emerge during session. Designs and delivers orientation training for new editors. Develops tools to improve editing techniques, English language skills, and research/reference processes. Develops and presents other in-house resource material as assigned by the Hansard Manager.
- Analyzes Hansard publications for editorial quality issues. Identifies deficiencies, areas to improve. Researches grammar, usage concepts, and technology to support editing tools. Proposes to the Hansard Manager training solutions, software solutions (e.g., local wiki or HTML-based manual), as well as amendments and innovations to Hansard editorial standards and guidelines.



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Job Knowledge

This position requires knowledge of multiple editing styles and practices, mechanics of writing and language, reference and research strategies and resources, adult learning styles, constructive feedback and coaching techniques.

Knowledge is typically obtained through an undergraduate degree (like English, French, linguistics, history, communications, education) or a combination of education and experience in writing, editing, copy editing, or publishing.

The position also requires expert-level knowledge of Hansard editing policy, standards, and procedures; knowledge of Saskatchewan current affairs, politics, history, government, and geography; knowledge of the Assembly's Rules and Proceedings; knowledge of computer applications used in editing, reference and research.

Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.