



JOB TITLE: CHIEF EDITOR

REPORTS TO: COURT REPORTING MANAGER

AGENCY: SUPREME COURT OF JUDICATURE: VERBATIM COURT REPORTING UNIT

PURPOSE: To edit and publish transcripts of Court hearings and proceedings in accordance with the acceptable verbatim standard.

KEY OUTPUTS:

- Efficient and timely publication of transcripts.
- Ensuring effective technical systems.
- Providing timely advice to the Head of Department.

RANGE OF ACTIVITIES:

- To manage the production of transcripts
- To ensure end to end transcription of documents including typesetting, formatting and standardisation, quality assurance auditing and electronic document routing
- To ensure cost effective and timely publication of material that meets high quality standards under strict deadlines in a high-volume production environment, by:
 - monitoring the progress of the production of transcripts and effectively allocating staff resources where needed to achieve results; and
 - establishing quality and services standards for Court Reporting Unit material.
- To provide recommendations to supervisor regarding the capacity of the transcription department to meet required transcription standards and deadlines, technological needs, and procedural updates
- To provide timely reports on the operations of the Unit
- To liaise with staff members of the unit and other staff of the Supreme Court to manage the swift implementation of corrections of the record to maintain the integrity of the final transcript by:
 - establishing clear processes for receiving correction submissions;
 - approving or disallowing correction requests and communicating decisions to relevant staff members; and
 - providing the Assistant Editors with correction notes, such as citations for inputting and checking the corrected copy for accuracy.
- To conduct the final quality assurance and edits of all Court Transcripts, by:
 - working with Assistant Editors to resolve problems for the completeness or accuracy of transcripts;
 - soliciting information from staff members to resolve reporting problems; and
 - proofreading of all transcripts to ensure the document is complete and professionally laid out
- To manage and supervise the performance of staff of the Unit, by:
 - establishing training and professional development opportunities for staff at all levels;
 - setting clear performance indicators; and
 - monitoring staff performance and providing annual performance reviews
- To manage the development, implementation, evaluation and improvement of technical systems required to support transcript production, by:
 - working with staff to identify inefficiencies in the production process;
- To manage the development and implementation of the reporting and editorial style for the Supreme Court of Judicature, by:
 - working with Assistant Editors to identify and resolve problems with the reporting and editorial style; and

- keeping current with trends in professional publishing.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Bachelor's Degree in Public Communications, English Language or a related field from a recognised university plus three (3) years' experience as an Assistant Editor.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent makes major decisions on the allocation of work and priority of assignments. He/she assists in the management of the department. Good performance will lead to efficiency and effectiveness of the Court Reporting Unit, the Supreme Court of Judicature, and the administration of justice.

COMMUNICATIONS: The job holder communicates frequently with the Chancellor, Chief Justice, Registrar, Deputy Registrar Judges, Magistrates, and Head of Department and other staff of the unit.

WORKING CONDITIONS: May be expected to work beyond the call of duty.