University of Edinburgh

Job Description: Technical Journalist

1. Job Details

Job title: Technical Journalist
School/Support Department: Physics
Unit (if applicable): NeSC
Line manager: Deputy Director

2. Job Purpose
The role of this post is to investigate and write up successful UK examples of inter-enterprise computing and its underlying technologies. The aim is to find case studies and news that will be significant for industrial and commercial users and to write good articles that tell honest stories about the technology and its potential.

3. Main Responsibilities

| Initiate and conduct a programme of visits to industry, academia and government, to identify interesting and informative case studies | 25 |
| Write focused, informative articles explaining the case studies to technical and managerial readers in UK industry and commerce | 30 |
| Assist in structuring and providing content for the project web site to make it a valuable resource. | 20 |
| Assist in organising the programme of project events and contribute to presentations. Represent the centre and UK e-Science by attending international meetings as a delegate and presenting material as appropriate, in order to disseminate our work. | 10 |
| Develop an understanding of the technologies that support inter-enterprise computing, the opportunities for their use and the issues influencing their adoption, in order to better engage the target audience | 15 |

4. Planning and Organising
- Keeping and following leads for case studies.
- Planning and executing meetings with industry, academia and government.
- Organising presentation of information in print and on the WWW.
- Assisting in organising the programme of project events.
- Organising personal workload without significant supervision.

5. Problem Solving
- Deciding which leads to follow.
- Deciding how to present complex stories clearly and precisely.
- Deciding how to organise information so that users quickly and easily find articles of interest.
- Negotiating any changes to articles with interviewees, to ensure they are happy but the article is still useful.
6. Decision Making
- Take responsibility for making decisions on organisation of personal workload.
- In collaboration with others, share responsibility for choosing case studies and organising material for presentation on the project web site.
- Selecting news items of interest for inclusion on the project web site.
- Be self-motivated and able to work without significant supervision.

7. Key Contacts/Relationships
- With the project management and the project WWW team, in both the centre and partner organisations.
- With users of inter-enterprise computing to identify case studies.
- With technology vendors to find more leads and to understand the technology.
- With PR people, to improve access to the right people.

8. Knowledge, Skills and Experience Needed for the Job
- A degree level (or higher) qualification.
- A track record of writing technical articles for both technical and managerial readers.
- Experience of working in or with the media.
- An understanding of the use of advanced computing technologies.
- Experience and understanding of industrial and commercial communities.
- A demonstrable interest in enhancing UK take-up of new technologies.
- The organisational, interpersonal skills and self-confidence to initiate and conduct a programme of consultations and visits to industry, academia and government.
- Experience of presenting technical information on the web and in seminars.
- Self-motivation, with drive and initiative to succeed.
- Design and html skills.

9. Dimensions
- Working in a team of 6, split across the centre and the project partners.
- Communicating effectively with up to 10 leads at any given time.
- Producing 1 case study and 2-3 articles a month.

10. Job Context and any other relevant information
- NeSC operates within a fast-moving, highly technological field and has an enviable reputation both nationally and internationally.
- The technical journalist reports on leading-edge computing technology with a high degree of novelty both in the technology and its applications.