

JOB DESCRIPTION

Position title:	Editor, Remote Primary Health Care Manuals
Employment type:	2-year contract (with potential for a permanent role), full time, Monday to Friday
Responsible to:	Program Director, Remote Primary Health Care Manuals
Direct reports:	Nil
Indirect reports:	Nil
Working relationships:	This position works collaboratively with all TGL Publishing, Sales & Marketing, IT, Finance and People and Culture staff, as well as the RPHCM Editorial Committee, clinical experts, and remote and Aboriginal and Torres Strait Islander health sector stakeholders.

OUR ORGANISATION

Therapeutic Guidelines Limited (TGL) is an independent, not-for-profit organisation established almost 50 years ago by leading members of the Australian healthcare community. Over time, Therapeutic Guidelines has evolved into Australia's leading digital healthcare publisher, delivering trusted resources including *Therapeutic Guidelines*, *Australian Prescriber*, *Don't Rush to Crush Australian Injectable Drugs Handbook* and *ObesiD*.

Further information is provided at www.tg.org.au.

The organisation has a wide reach and is deeply trusted. TGL is embedded in the Australian healthcare community, supporting GPs, hospital doctors, specialists, pharmacists, dentists, nurses and students. All medical, pharmacy and dental students are trained using *Therapeutic Guidelines*, and more than 20,000 students also subscribe to *Australian Prescriber*. Most healthcare professionals report daily or weekly use of the guidelines, making TGL's content part of the fabric of clinical care in Australia.

Through our Partnership Program, TGL also supports quality use of medicines, and the development and distribution of guidelines, in low resource settings, extending its impact beyond national borders.

Document information

File name: JD-JD-Editor-RPHCM
Prepared by: Executive Director People and Culture
Date printed: 17 August 2026

JOB DESCRIPTION

OUR VISION

As an organisation our vision is “*better health outcomes*”.

OUR CORE VALUES

We are independent, rigorous and reliable

- Developing trusted, quality guidance with leaders in the field
- Being dedicated to improving health outcomes and the quality use of medicines
- Maintaining independence from external interests

We connect and collaborate

- Forging and nurturing networks of diverse expertise
- Fostering a supportive, caring environment
- Valuing and responding to feedback from our stakeholders

We strive to be better

- Continuously improving our processes, technology, and content
- Being ambitious and committed to developing our people
- Aspiring to improve our impact

POSITION STATEMENT

The Editor role is responsible for the development, review and maintenance of clinical content across the Remote Primary Health Care Manuals (RPHCM) suite. Reporting to the Program Director, the role manages an allocated portfolio of protocols through the full review cycle: monitoring signals for change, working with reviewers and the RPHCM Editorial Committee to develop updates, editing content to RPHCM standards, and preparing finalised content for publication.

The RPHCM suite comprises the *CARPA Standard Treatment Manual*, *Minymaku Kutju Tjukurpa Women’s Business Manual*, *Clinical Procedures Manual* and *Medicines Book for Aboriginal and Torres Strait Islander Health Practitioners*. These manuals are used daily by remote area nurses, Aboriginal and Torres Strait Islander Health Practitioners, general practitioners and other clinicians working across central, northern and remote Australia. The suite is moving from a print-first edition cycle to a continuous-update, digital-first model, with content reviewed against emerging evidence and practice change as it arises, and published through regular releases.

Document information

File name: JD-JD-Editor-RPHCM
Prepared by: Executive Director People and Culture
Date printed: 17 August 2026

JOB DESCRIPTION

The Editor works closely with the RPHCM Editorial Committee, expert reviewers and user groups, applying cultural safety principles and a ‘by the user, for the user’ approach throughout content development. Structured orientation, training and ongoing feedback are provided, with responsibility and autonomy increasing over the life of the program.

The RPHCM program is funded by the Australian Government Department of Health, Disability and Ageing and focused on delivering trusted clinical guidance for remote and Aboriginal and Torres Strait Islander primary health care practitioners. It is a significant and meaningful body of work – and the Editor is responsible for the clinical content at the heart of it.

SCOPE OF THE ROLE

Freedom to Act: The position operates in accordance with clearly established policies and procedures, with oversight and mentorship from the Program Director, and working within the boundaries of team project work.

PERSON SPECIFICATION

Qualifications:

- Tertiary qualification in pharmacy, medicine, nursing or health sciences is mandatory.
- Qualifications in editing, guideline development or digital publishing is highly desirable.

Skills:

- Ability to write clearly and concisely for clinicians working at the point of care.
- Excellent attention to detail.
- Well-developed organisational and project management skills, including an ability to set priorities and to pursue tasks to completion within prearranged deadlines.
- Ability to problem solve and think laterally as well as adapt to change.
- Well-developed interpersonal skills and ability to communicate at all levels.
- Ability to work well in a team environment and engage effectively with internal and external stakeholders.
- Ability to perform literature searches, and to review, interpret and distil evidence.
- High level of computer literacy, including a high degree of proficiency in word processing.
- Expertise in using Microsoft Office products is desirable.

Document information

File name: JD-JD-Editor-RPHCM
Prepared by: Executive Director People and Culture
Date printed: 17 August 2026

JOB DESCRIPTION

Experience:

- At least 3 years' postgraduate experience in clinical care is essential, preferably in central or northern Australia, in another remote setting, or working with Aboriginal and Torres Strait Islander communities or community-controlled health services.
- Sound knowledge of drug therapeutics and evidenced-based medicine is essential.
- Experience in digital publishing is desirable.

Knowledge:

- Health sector knowledge and terminology is required.
- Understanding of evidenced-based medicine is required.
- Understanding of the remote primary health care context is required.
- Cultural knowledge relevant to Aboriginal and Torres Strait Islander and remote health contexts is desirable.

Document information

File name: JD-JD-Editor-RPHCM
Prepared by: Executive Director People and Culture
Date printed: 17 August 2026

JOB DESCRIPTION

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

Key result areas	Key accountabilities and responsibilities	Standard measures (KPI) (qualitative/quantitative)
Values	- Ensure the values of Therapeutic Guidelines (TG) are incorporated into daily practice in relation to all your activities which are: <i>We are independent, rigorous and reliable</i> <i>We connect and collaborate</i> <i>We strive to be better</i> - Adopt processes and behaviours that are best practice in fulfilling TG's Vision, Mission and Values and which underpin our way of operating. - Apply cultural safety principles across all aspects of content development and stakeholder engagement, including any engagement on Country. - Implement a 'by the user, for the user' approach to all aspects of the project, encouraging local ownership and usability.	- Demonstrated behaviour that reflects our values in everything that you do. - Positive role model and advocate for an inclusive workplace culture. - You treat all in your dealings, with respect, courtesy and dignity.
Project Management	- With oversight from the Program Manager, manage the development of guideline manuscripts through to publication. - Take part in Editorial Committee meetings. - Complete projects to planned deadlines. - Maintain accurate and comprehensive documentation, including the basis for statements and recommendations in the guidelines. - Adhere to RPHCM and TG processes and procedures. - Maintain and update Standard Operating Procedures (SOPs) with oversight.	- Projects delivered within scope and to schedule. - Project records and documentation maintained, current and accessible to the team.

Document information

File name: JD-JD-Editor-RPHCM
Prepared by: Executive Director People and Culture
Date printed: 17 August 2026

JOB DESCRIPTION

Key result areas	Key accountabilities and responsibilities	Standard measures (KPI) (qualitative/quantitative)
Developing content	- With oversight from the Program Director, manage the review and update of an allocated portfolio of RPHCM protocols through to publication, in line with the agreed release schedule - Collaborate with reviewers and the RPHCM Editorial Committee to develop suggested updates, ensuring clarity, consistency and alignment with RPHCM style. - Edit the substance, structure, language and integrity of protocols in accordance with RPHCM and TG standards. - Research, review and interpret evidence, and maintain documentation of the basis for statements and recommendations, including version control and rationale for changes. - Ensure the quality and clinical accuracy of protocols, and that protocols remains within scope. - Prepare and finalise manuscripts for electronic and print publication.	- Content meets RPHCM editorial, clinical accuracy and cultural safety standards. - Rationale for changes documented, transparent and traceable.
Communication	- Keep the Program Director abreast of activities, progress, risks and roadblocks, escalating issues in a timely manner and proposing solutions. - Liaise with the Editorial Committee and Chair to prepare agendas and drafts of protocols for meetings, in consultation with the Program Director. - When necessary, liaise with individuals or organisations external to TG for content review. - Respond to user feedback and correspondence about published material, in consultation with the Program Director.	- Timely, clear communication and escalation, with context included so correspondence is as clear as possible. - All relevant user feedback responded to within agreed timeframes.

Document information

File name: JD-JD-Editor-RPHCM
 Prepared by: Executive Director People and Culture
 Date printed: 17 August 2026

JOB DESCRIPTION

Key result areas	Key accountabilities and responsibilities	Standard measures (KPI) (qualitative/quantitative)
Training and continuous improvement	- Learn and apply RPHCM editorial policies, procedures, style and production processes. - Develop and maintain proficiency in TG's publishing systems and project management tools. - Contribute to process improvement and innovation as the continuous-update model matures, reflecting the 'by the user, for the user' approach central to the RPHCM program.	- Experience production processes through to publication. - Accurately following SOPs and applying appropriate templates and styles. - Improvement opportunities identified and raised.
Health and safety	- Timely and appropriate identification and escalation of OH&S and business risks. - Ensure that risks are identified and managed within a timely manner. - Ensure regulatory compliance. - All work is undertaken in a safe manner which complies with OH&S legislation.	- Comply with risk management policies and procedures and instruction. - Risk assessments are completed and escalated in a timely manner. 100% Regulatory compliance.
Meet the needs of the organisation	Undertake any other tasks commensurate with the person specifications of this position.	Meet the needs of the organisation in a timely and efficient manner.

Document information

File name: JD-JD-Editor-RPHCM
 Prepared by: Executive Director People and Culture
 Date printed: 17 August 2026

JOB DESCRIPTION

PERSONAL COMPETENCIES

Personal competencies required
• Well-developed communication and listening skills, and the ability to collaborate at all levels
• A mature, genuine approach to cultural sensitivity
• Respectful in all dealings with stakeholders
• Strong work ethic
• Excellent attention to detail
• Sound editorial judgement, balancing clinical rigour with the realities of remote practice
• Ability to write clearly and concisely
• Ability to work effectively and positively in a team environment
• Highly adaptable to changing work environments and evolving sector needs
• Ability to problem solve and think laterally

Document information

File name: JD-JD-Editor-RPHCM
Prepared by: Executive Director People and Culture
Date printed: 17 August 2026

JOB DESCRIPTION

INHERENT POSITION REQUIREMENTS

Therapeutic Guidelines has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of this position (with reasonable adjustments if required). This role may require (but may not be limited to) the following tasks:								
	Tasks	Occasionally (1–33%)	Frequent (34–66%)	Very frequent (67–100%)	Tasks	Occasionally (1–33%)	Frequent (34–66%)	Very frequent (67–100%)
Physical	Computer work			X	Sitting for extended periods			X
	Standing and walking		X		Neck flexion/extension and rotation			X
	Bending, kneeling, squatting, crouching	X			Climbing stairs		X	
	Tasks involving manual dexterity	X			Driving motor vehicle	X		
	Tasks involving pushing and pulling	X			Walking over uneven surfaces	X		
	Lifting and carrying objects	X			Handling unstable objects or people	X		
Mental	Dealing with distressed staff, visitors, clients	X			Requirement to meet urgent timelines			X
	Additional reasonable work hours		X		Exposure to distressing situations	X		
Environmental	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances	X			Slippery or uneven surfaces	X		
	Working in confined spaces	X			Exposure to outdoor elements, eg events	X		
	Working in temperature extremes	X						

Document information

File name: JD-JD-Editor-RPHCM
 Prepared by: Executive Director People and Culture
 Date printed: 17 August 2026

JOB DESCRIPTION

DECLARATION	
• I have read and fully understand the Job Description. • I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties, and position requirements. • I understand that the information provided is a general outline and may not encompass every aspect of the position. • I agree that I will participate in a probation review within the first six months after appointment and thereafter a performance review annually with my direct Manager. • I will be required to work in accordance with Therapeutic Guidelines Values and policies and procedures. • Therapeutic Guidelines may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee. • I understand that this Job Description is separate to the Employment Contract that I will sign which outlines the terms and conditions of my employment. Agreement: I have read and understand the above Job Description and agree to undertake the duties outlined. I have the skills to undertake this role and declare that I have no health, medical or other restrictions that would impact upon my ability or capacity to undertake these duties in a safe manner.	
Print Name	
Signature	
Date	

Please ensure one signed copy is returned to People and Culture for a copy to be placed on your personnel file