

Technical Editor – MAIB, Southampton

News story

We have an exciting new vacancy and are looking for someone to join our publications team.



Your duties will include:

- Editing MAIB investigation reports, and other published material, within set timescales and to the highest standard;
- Maintaining the MAIB's writing style guide and ensuring it is used consistently by colleagues;
- Editing internal documents, including reorganising content and identifying grammatical and contextual errors where necessary;
- Liaising with the inspectorate on sometimes technical or sensitive material;
- Working with the publication team to ensure a good overall service is maintained;
- Working to short deadlines and fast turnaround times;
- Reporting to the Publications Manager and assisting her with updating templates and maintaining internal guidelines.

For further information about this position and how to apply see [Civil Service Jobs, Technical Editor, Ref: 109958](#).

Closing date: Monday 3 May 2021.

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