

Independent Press Standards Organisation Job Description

Title	Standards Officer
Department	Standards
Reports to	Head of Standards

Job Purpose

The role of the Standards function is to monitor newspaper and magazine publishers' compliance with the Editors' Code of Practice and to take action to address concerns about editorial standards, including by undertaking investigations into serious standards failures as necessary.

The Standards Officer supports that monitoring by analysing a sample of complaints received by IPSO to identify concerns about editorial standards; and through ongoing monitoring of standards of complaints handling at individual publishers. The Standards Officer then coordinates any actions taken to address those concerns.

Principal Roles and Responsibilities

1. Oversee the process for analysing complaints for standards concerns, including:
 - a. Analysing a sample of complaints received by IPSO
 - b. Supporting the Head of Standards to implement recommendations arising from the analysis
 - c. Producing reports with relevant information about trends in complaints.
2. Produce information for the public on matters relating to the Editors' Code, to improve public understanding of journalism, press regulation and IPSO.
3. Administer the process for the collection of annual statements submitted by publishers.
4. Undertake research to assist the Standards function or IPSO's wider work.
5. Assist the work of the Head of Standards regarding publishers' internal complaints-handling systems and their compliance with IPSO requirements.
6. Co-ordinate engagement efforts with publishers on standards issues.
7. Assist the Head of Standards in developing a strategy and annual business plan for the Standards function.
8. Support the work of the Board and Standards Investigation Panel where necessary in any standards investigations.
9. Support the Head of Standards to improve communications with industry and the public about the work of the standards function.

General

Comply with IPSO's Health & Safety requirements.

Comply with IPSO's Equal Opportunity Policy.

Fulfil obligations as set out in the contract of employment and follow IPSO's policies as set out in the Staff Handbook.

Undertake any reasonable activity as required by the Head of Standards or the Senior Management Team.

PERSON SPECIFICATION

Experience, knowledge and skills

Good analytical skills, with the intellectual ability to analyse data and identify trends.

An ability to understand complex regulations and procedural documents.

Excellent written English, with proven ability to research and write accessible, clear documents and reports for a range of audiences.

Excellent oral communication skills, with ability to communicate effectively at all levels with internal and external stakeholders.

Good interpersonal skills with ability to work effectively as member of a team.

Ability to manage multiple individual pieces of work, and small-scale projects with ability to weigh up conflicting demands and make decisions independently when necessary.

Advanced skills in using Microsoft Excel

Sound working knowledge of other Windows based software packages, including word processing, databases, e-mail, and the internet.

A commitment to maintaining and improving the standards of press reporting and journalism in the UK.