Technical Author (IET Standards)

Each of our standards / best practice guidance documents have technical authors assigned to them, usually an individual or a small team. Their job is to lead the writing / editing / updating of the documents and ensure that the final standard covers the intended scope of the work.

Primary focus:

Each author will be expected to write a significant proportion of the work (to agreed deadlines), meet regularly with the IET and the technical committee /working groups relevant to the project and, where necessary, respond to technical stakeholder queries.

Main duties and responsibilities:

- Attend scoping, drafting and review meetings;
- Draft and edit the work during the development process and work with the IET to resolve any comments received from reviewers and committee members;
- Assist with the dissemination, promotion and acceptance of the standard.

Appointment method:

The IET in consultation with sponsors and key committee members will be responsible for making this appointment. A contract will be required with the IET stipulating deliverables and any deadlines, copyright and expense issues.

Period of appointment:

There is no specific period of appointment, but a contract will generally be necessary with a technical author(s) covering specific deliverables and specific deadlines. It may also cover off future editions or updates.

Training:

Some formal / informal training maybe required on drafting, formatting, consensus issues depending upon experience. Previous standards writing experience would be preferable. Guidance on requirements is communicated at each stage by the committee secretary.

Point of Contact:

The regular contact for this role will be a Portfolio Development Manager within the IET standards team.

Queries can be directed to: ietstandardsenquiries@theiet.org

Communications:

- IET Standards website
- IET Sector newsletters
- Wiring Matters newsletters
- Volunteer Update e-newsletter
Resources:

The following resources are available to support this role:

- IET Standards website
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- Online sign-up to Policies and Code of Conduct:
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

Other Policies and Guidance to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the Volunteer Hub for further guidance on policies and procedures.

Person specification:

- At least 5 years’ experience in the relevant area of the standard;
- Experience of drafting / reviewing standards including good word processing skills;
- Strong communication skills.

Date Updated: February 2020