

Technical Author (IET Codes & Guidance)

Each of our 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 code/guide 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 code or guide

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 the technical author(s) covering specific deliverables and specific deadlines. It may also cover off future editions or updates.

Training:

Some formal/informal training may be 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 codes & guidance team.

Queries can be directed to: ietstandardsenquiries@theiet.org

Communications:

- [IET Codes & Guidance website](#)
- Wiring Matters newsletter
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- [IET Codes & Guidance website](#)
- Online induction
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

Policies and procedures:

Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies upon engagement; this activity is undertaken through an online learning environment.

[Online sign-up to Policies and Code of Conduct:](#)

- Anti-bribery and Corruption Policy
- Anti-facilitation of Tax Evasion Policy
- Anti-slavery Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy
- Volunteer Code of Conduct

[Other policies and guidance](#) are also provided to enable you to undertake your volunteering role.

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: March 2022