

## JOB DESCRIPTION

**Job Title:** News Editor, silicon.com

**Job Purpose:** The News Editor is a pivotal role, around which much of silicon.com's content will turn, driving the lion's share of impressions.

The News Editor will manage a team of reporters and freelance budget to create original, high-quality news copy to tight deadlines.

It is a senior role, as much about silicon.com's agenda and that of the hundreds of parties we deal with, as it is about words on the page. It involves close relationships not only with staff and outside writers but with other editors (editor, managing editor, sub-editor, business editor) and other CNET properties worldwide.

**Reporting Line:** To editor, silicon.com

**Direct Reports:** All silicon reporters

**Working relationships (internal/external):** Editor; managing editor; sub-editor, direct reports, business editor, marketing/ad operations, ZDNet UK and other peers.

### **Main tasks/responsibilities:**

Managing the news process for silicon.com in order to create an efficient work flow which makes the best use of reporters and content. On a day-to-day basis this will include;

- taking the morning news meeting
- setting the news agenda and deciding the editorial line, in collaboration with other editors
- assigning work to reporters
- editing reporters copy
- monitoring content of daily and monthly newsletters
- overseeing morning pan-CNET news budget emails and evening pitch emails
- checking for breaking news throughout the day
- deciding the balance of silicon.com-written content compare to network copy/Reuters

This role will involve working with Editor and other senior staff on news agenda and division of resources. This role should also involve dovetailing news with non-news content such as leaders, opinion columns, features and audio/video, wherever possible.

Work on a daily basis with reporters and freelance news writers, line manage reporters

It will also involve content planning throughout the year – such as preparing for seasonal demands for impressions (end of quarters for example), and some involvement with silicon.com annual reports (CIO50, Skills Survey, Agenda Setters and so on), and the development and running of campaigns.

Other responsibilities;

Monitoring all news for accuracy, fairness and legality (eg no breaches of copyright or libel).

Work with Sub-Editor on sharing CNET copy from around the world and making sure silicon.com stories get carried elsewhere where appropriate – involves some contact with peers at other CNET publications, often proactively.

Monitor site usage and perform regular analysis

Representative of silicon.com at external industry functions and when undertaking media work (TV/radio/national press).

The News Editor will also play a key role in making silicon.com the standout publication of choice for CIOs (and equivalent job titles) in the UK.

They will take an active role in growing silicon.com's use of video and audio content, and investigate new ways of presenting news content on the site.

**Key attributes:**

Discipline – e.g. working to tight deadlines

Motivation – self and others e.g. reporters and other editors, who will be contributing

Agenda setting – what should be our top picks, what should we campaign for/against

Level-headedness – e.g. in the face of reader complaints or legal approaches

Collaborative – with other editors and across brands

To apply for this position, please email your CV with a covering letter stating your salary expectations to [recruitment@cnet.com](mailto:recruitment@cnet.com). Please state clearly in the subject line which post you are applying for.