

## 1.12 APPOINTMENT OF EDITORS

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The appointment of a new editor is one of the most critical recruitment decisions for any of our companies, especially given the wide freedom enjoyed by editors once in their role.

Normal procedures should be followed in such appointments, including the advertising of any vacancies on Group notice boards and the intranet. Wherever possible, we will endeavour to promote from within but, where necessary, external appointments will be made.

Managing directors – and, where appropriate, group editors and senior divisional editors - should be involved in all stages of the initial interviewing process and a shortlist compiled. If an appropriate senior editor is not available, a member of the Editorial Review Group (ERG) who is not based at that division should be asked to attend. This can be arranged through the Group HR Director if necessary.

Once a shortlist has been drawn up, second interviews should take place before a small panel which must include senior company and/or divisional executives and a member of the ERG who is not based in that division. If a third interview is needed, the ERG member should remain part of the process.

Once a preferred candidate has been selected, a recommendation should be made in writing to the Chief Operating Officer for interview and final approval.

All newly appointed editors, including existing editors moving to a more senior role, are required to participate in the Group mentoring programme. Mentors will be arranged through the Group HR Director and will follow guidelines issued by the ERG. It is the responsibility of the appointing managing director to inform the chair of the ERG and the Group Editorial Development Executive of all new editors to ensure a mentor is appointed.

Within three months of taking up an appointment as editor for the first time, individuals will be required to attend the Johnston Press “Role of Editor” training course.