

## Intranet content author agreement

### Role definition

Intranet content authors are responsible for creating new or editing existing Intranet content within the MOSS content management system (CMS). Authors can also create new site structures for content to be added in to.

Authors cannot approve new or edited pages or structures for publishing – this is the responsibility of the E Communications team. However, this responsibility may be delegated where appropriate.

It is up to managers within directorates to decide how the role of author should be reflected in a person's wider role or job description. However, authors must be able to adhere to the requirements set out below.

### Responsibilities of authors

All Intranet content authors must agree to abide by and support the following requirements and standards as a condition of being granted access to the Intranet content management system.

The author and their line manager (or directorate representative) must both sign and return this form to the corporate E Communications team.

If the author is deemed to have breached the agreed responsibilities it will be up to the discretion of the E Communications Manager to decide whether to remove the individual's content authoring rights.

The author:

- must be able to commit a reasonable amount of time each month to content planning and authoring responsibilities
- must have the support and agreement of their manager or directorate representative in undertaking the role
- must be aware of and understand all relevant corporate policies relating to Intranet authoring
- must uphold and promote corporate standards and policies within their own directorate when appropriate
- must support and work within the Intranet content structure agreed with E Communication
- must maintain a reasonable level of knowledge and experience in using the Intranet's CMS
- must undertake Intranet CMS training and the Effective E Communications course and attend refresher sessions at least once a year
- should endeavour to support other teams within their directorate in publishing good quality content to the Intranet, within reasonable limits.

The E Communications team will also commit to support authors by:

- providing day to day support with Intranet publishing advice and assistance
- involving authors directly in discussions around the development of the Intranet's overall content and structure
- communicating regularly regarding corporate requirements, guidance and other good practice that could help authors in their role and to receive feedback from authors
- providing more opportunities to develop online publishing skills and experience beyond the basic training requirements.

**Signed:**

Intranet author:

Date:

Intranet author's job title:

Line manager/directorate representative:

Date:

Line manager/directorate representative's job title:

E Communications Manager:

Date: