



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Publications Manager

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Policy Communications Manager

Job Summary:

The Institute has created a new position in its communications team for a Publications Manager. The post-holder will help to deliver the Institute's communications strategy by ensuring the delivery of high-impact, high-quality policy reports and other outputs aimed at decision-makers in the public, private and third sectors on climate change policy and other environmental issues. The strategic position requires very strong editorial and project management skills relating to the production of publications, and the ability to devise and deliver focused dissemination plans.

Duties and Responsibilities

Take overall responsibility for the strategic management of the Institute's portfolio of policy publications, including policy briefs, policy papers and other outputs.

Proactively work with members of the research and policy analysis teams to identify strategic themes, topics and key policy questions that policy publications should address.

Devise and deliver the policy publications strategy, working within the Communications team, alongside the Policy Analysis team, to implement the communications and policy analysis strategies.

Ensure the successful completion of the publication planning processes, in consultation with authors, reviewers and members of the Communications and Policy Analysis teams, including the identification of target outcomes of policy publications and key audiences.

Tightly manage a project pipeline for the simultaneous and irregular production, publication and dissemination of multiple high-quality reports.

Manage contributions from senior internal and external authors and peer reviewers, ensuring that they meet project deadlines.

Manage contracts with external graphic designers and print suppliers, in line with LSE procurement regulations.

Exert tight control over expenditure on publications.



Develop, review and maintain publishing guidelines (including templates) and style guide, and ensuring all publications comply.

Edit and proofread copy to tight deadlines and high standards of accuracy and accessibility.

Train and advise internal and external authors on the Institute's house style.

Establish and manage contractual relationships with graphic designers, external printers, designers, proof-readers and policy-monitoring suppliers, whilst following LSE purchasing guidelines.

Developing dissemination plans that maximise the impact of publications on target audiences.

Collect and evaluate data about the impact of publications and engage with the Institute's network of policy-makers and businesses to assess and maximise the impact of the Institute's outputs on decision-making and to enhance the international reputation of the Institute.

Build and manage strategic relationships with teams within the Institute (e.g. Policy Analysis Team, Communications Team, researchers, Administration Team) and across the LSE (e.g. External Relations, LSE Blogs, LSE Design Unit).

Assist the Policy Communications Manager and other members of the Communications Team with other tasks, and contribute to the achievement of the Institute's communications strategy.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.