



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Publications Manager		
Department/Division: Grantham Research Institute on Climate Change and the Environment Accountable to: Policy Communications Manager		
Competency	Criteria	E/D
Knowledge and experience	Extensive experience of managing all aspects of simultaneous publication processes, including overseeing contributions from authors, ensuring quality control, and managing external design and print contractors.	E
	A track record of developing publications and other outputs, including their design and lay-out, aimed at policy-makers, including politicians.	E
	Knowledge and understanding of climate change and other environmental issues.	E
	Knowledge and experience of interacting with national political institutions and their processes.	E
	Experience of contributing to the successful delivery of a communications strategy.	E
	Experience of developing and maintaining a house style guide.	E
Communication	Ability to write, edit and proof-read copy in English, ensuring it is succinct, accessible and accurate.	E
	Experience of communicating with and successfully	E



	<p>managing authors and other contributors to publications.</p> <p>Track record of developing and delivering communication plans.</p> <p>Effective at communicating with people at all levels across an organisation.</p>	<p>E</p> <p>E</p>
Planning and organising resources	<p>Ability to simultaneously manage more than one project over several months.</p> <p>Ability to respond flexibly to changes in priorities.</p> <p>Ability to manage one's own workload and meet deadlines.</p> <p>Ability to plan and work within tight budgets.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Team work and motivation	<p>Ability to work co-operatively with a wide range of colleagues at LSE and partner institutions.</p> <p>Ability to work well within a small team and on one's own.</p> <p>Ability to identify and articulate one's own training and development needs.</p> <p>Ability to motivate research staff to contribute to the activities of the communications and policy teams of the Institute.</p> <p>Ability to ensure others meet agreed deadlines.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and problem solving	<p>Skills in identifying and anticipating new opportunities to communicate and promote the work of the Institute.</p>	<p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.