# 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:** Editorial Manager

**Department/Division:** Grantham Research Institute on Climate Change and the Environment
**Accountable to:** Senior Publications and Editorial Manager

| Competency | Criteria | E/D |
|---|---|---|
| **Knowledge and Experience** | Extensive experience of editing policy briefs and reports of lengths ranging from a few pages to 100 pages-plus and short-form articles such as blogs. | E |
| | Proven ability to apply editing skills to improve structure, flow and accessibility in a way that is suitable for named audiences. | E |
| | Proven ability to work with complex concepts and ensure they are expressed correctly but accessibly, and to accurately edit numerical analysis as well as qualitative analysis. | E |
| | Proven ability to apply house style in reference to a set style guide. | E |
| | Extensive experience of improving copy written by writers whose first language is not English, bringing it to native-speaker level. | E |
| | Experience of formatting publications in Word working within templates and applying style sheets. | E |
| | Experience of checking and editing academic references. | E |
| | Experience of adjusting charts and figures using Excel and PowerPoint and formatting them within Word documents. | D |
| | Experience of working with designers and checking print-ready and digital layouts. | D |
| | Experience of using website content management systems (e.g. WordPress) to format and upload content. | D |

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| | Sound working knowledge of relevant copyright, licencing, GDPR, conflict of interest and other legal compliance concerns around publishing and managing data. | D |
| | Knowledge and understanding of climate change and other environmental issues, and/or sustainable finance or development to inform the scope and accuracy of content from the Institute and its sub-centres. | D |
| | Professional qualification in copyediting. | D |
| **Communication** | Proven ability to write, edit and proof-read copy to a very high standard of English. | E |
| | Proven ability to edit authors' work sensitively, ensuring their voice is retained while making improvements to concision, accessibility and accuracy. | E |
| | Ability to 'zoom in' on detail and spot errors and omissions, and 'zoom out' to consider the efficacy of an output holistically. | E |
| | Experience of successfully managing authors and other contributors to publications. | E |
| | Effective at communicating with people at all levels across an organisation and influencing the decisions of others. | E |
| | Demonstrable understanding of the importance of applying visual branding consistently and accurately. | E |
| **Teamwork and Motivation** | Ability to build and manage strategic relationships with a wide range of colleagues. | E |
| | Ability to contribute knowledge and expertise to strategic organisational and team activities and planning. | E |
| | Ability to identify and articulate one's own training and development needs. | E |
| **Planning and organising resources** | Ability to simultaneously manage more than one editorial project, including complex, multi-page and multi-partner projects. | E |
| | Ability to manage and ensure record-keeping about outputs/publications complies with requirements. | E |

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| **Initiative and problem solving** | Ability to regularly review processes and implement improvements. | E |

**E – Essential: requirements without which the job could not be done.**
**D – Desirable: requirements that would enable the candidate to perform the job well.**