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: Editorial Manager

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

Job summary

The Editorial Manager will pay a critical role in the delivery of 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 about climate change policy and other environmental issues. As well as high-level editorial skills gained from experience in a similar role, this position requires strong project management and organisational skills and an eye for visual detail and understanding of good page layout. Knowledge of climate change, sustainable finance, development or other related issues would be an advantage.

Duties and responsibilities

Edit and project-manage the Institute's portfolio of policy publications, including policy briefs, policy reports and other outputs. This includes outputs from the Grantham Research Institute and its sub-centres: the Centre for Economic Transition Expertise (CETEx), the Just Transition Finance Lab and the Transition Pathway Initiative Centre. Duties will include:

- Develop the publications strategies for the Institute and its sub-centres as they continue to expand.
- Proactively work with authors to plan the content and structure, as well as main messaging, for publications, making sure the audience is clearly identified and targeted to maximise impact.
- Edit publications to ensure they are of the highest quality, carrying out structural editing and copyediting to improve the organisation of content and clarity of argument, and working directly with authors to resolve editorial queries.
- Ensure all publications adhere to written and visual house style, including by formatting Word documents using existing templates.
- Review and maintain publishing guidelines, style guide, copyright and licensing agreement, and the conflict of interest policy and ensure all publications comply.
- Train and advise internal and external authors on the Institute's house style and other procedures.
- Manage the review process for publications, including ensuring review comments have been dealt with adequately and other processes followed correctly.
- Assess the clarity of charts/figures/graphics, proofread them and request changes from designers, and ensure quantitative as well as qualitative data analysis is expressed clearly and correctly.
- Manage each publication to its final stage by proofreading copy, checking page layout and creating final PDFs.

- Create text for web landing pages that summarises the purpose and main messages of publications and upload to the websites using WordPress.
- Copy-edit and proofread digital newsletter content, checking all details are correct and readying it for distribution.
- Manage publication of the Grantham Research Institute working paper series, working directly with the series editors and authors.
- Work with Communications team colleagues to disseminate publications to target audiences.

Project management, scheduling, supplier management and record-keeping for the Institute and its sub-centres:

- Tightly manage a project pipeline for the simultaneous and irregular production, publication and dissemination of multiple high-quality reports.
- Lead on devising and managing individual projects such as new marketing materials.
- Manage contributions from senior internal and external authors (e.g. senior academics and distinguished policy fellows) and peer reviewers, ensuring that they meet project deadlines.
- Manage the work of external suppliers such as graphic designers and printers, providing clear direction, monitoring the progress and quality of work and adhering to LSE procurement regulations.
- Ensure copyright licensing agreements are signed by authors.
- Share details of new publications to other departments as required, e.g. LSE Research Online.
- Keep up-to-date the Institute's internal database with details of new publications.

Build and manage strategic relationships with teams within the Institute (e.g. Policy Analysis team – including distinguished policy fellows), Communications team, Research team – including senior academics, Administration team) and across LSE (e.g. LSE Blogs team) as required.

Assist the Senior Publications and Editorial Manager and other members of the Communications team with other tasks as required, to contribute to the achievement of the Institute's communications and policy strategies.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

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.