

## JOB DESCRIPTION

### SECTION 1

<b>Job Holder's Name:</b>		<b>Job Title:</b>	Production Editor
<b>Reports to:</b>	Lead Production Editor	<b>Location:</b>	Canterbury/ London/Home
<b>Department:</b>	Operations	<b>Job Family:</b>	Support

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### SECTION 2

#### DEPARTMENT STRUCTURE

TBC

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### SECTION 3

#### OVERALL JOB PURPOSE

Typeset and proofread content as required, liaising with printers to ensure the printed texts are fit for purpose.

## **SECTION 4**

### **PRINCIPAL ACTIVITIES/OUTPUT OF JOB**

- Undertake production process activities, from initial handover of content (learning materials, special exam papers, question bank items etc.) to the required output (printed text / online delivery, etc.).
- Ensure the final output of content is fit for purpose.
- Undertake typesetting and proofreading of content received from commissioning/content editors.
- Liaise closely with commissioning/content editors and learning technologists to determine format and schedule requirements.
- Liaise closely with the lead production editor to ensure content production projects and proofreading requirements are on schedule.
- Ensure all content to be published adheres to house styles and guidelines.
- Develop and maintain an understanding of issues of readability and accessibility (e.g. for visually impaired learners, learners with dyslexia, etc.).
- Ensure bespoke copies of learning materials are prepared appropriately for students with specific requirements or corporate customers.
- Liaise with printers to book in print jobs and ensure the timely delivery of learning materials.
- Recommend which printer to use for each print job.
- Maintain a comprehensive log of printer/printing issues.
- Process print orders and invoices.
- Respond appropriately to requests submitted to the production mailbox.
- Liaise with Finance and Distribution to organise reprints as required.
- Undertake any other duties that may reasonably be required.

### **CONTACTS AND INFLUENCE EXERCISED**

- Internal contacts across all areas of the business and at all levels: building trust and sharing expertise.
- External contact with printers, making recommendations as to the suitability of printers for each print job.

## **DECISIONS**

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	<b>x</b>
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	<b>x</b>
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance / Proshare objectives	

Examples of the decisions that are generally made by the job holder

- Prioritising workload (in consultation with the lead production editor).
- Which printers we should work with and which one we should use for each print job.

**PERSON SPECIFICATION**

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential / Desirable</b>	
High standard of written English (A level or equivalent)	Essential	
Educated to degree level or equivalent	Desirable	
Proofreading qualification	Desirable	
<b>Technical competencies (skills and experience)</b>	<b>Essential / Desirable</b>	
Experience of copy editing and proofreading documents	Desirable	
High level of literacy and attention to detail	Essential	
Working knowledge of Microsoft Office	Essential	
Working knowledge of Adobe InDesign	Essential	
Working knowledge of Adobe Acrobat	Essential	
Excellent organisational skills	Essential	
Experience of print and online production processes	Essential	
Experience/understanding of the financial services industry	Desirable	
Experience of working in the education sector	Desirable	
<b>Core Competencies</b> (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	<b>Essential / Desirable</b>	<b>Step</b>
<b>Values</b>		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
<b>Skills and Experience</b>		
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C

Signed .....  
JOB HOLDER

Date .....

Signed .....  
LINE MANAGER

Date .....