



**Evidence.
Ideas.
Change.**

Application pack

Publications Officer- Public Affairs and Communications

Ref.: PAC/11/20

Location: London

Closing date: Wednesday, 04 November 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



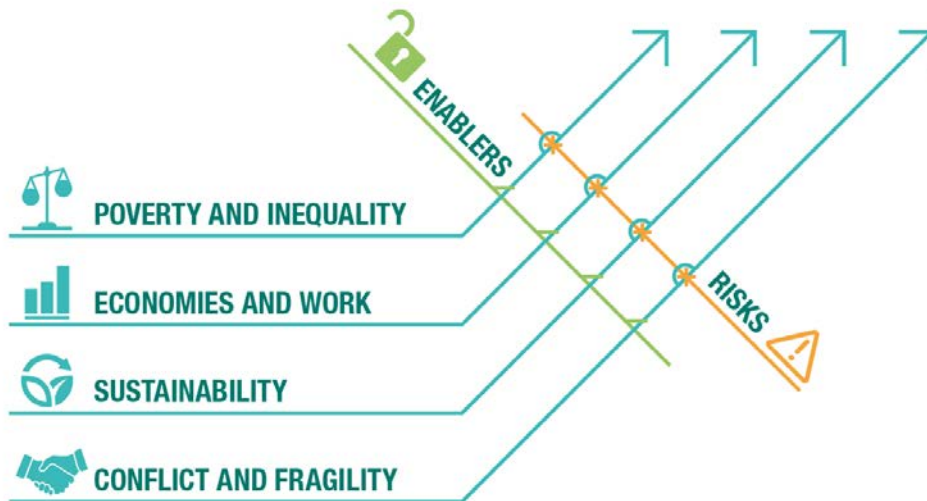
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Title:	Publications Officer
Grade:	3
Programme:	Public Affairs and Communications
Responsible to:	Senior Publications Officer

Purpose of job

To increase the impact of ODI's research among existing and new global audiences through the delivery of first-class publications.

Main duties and responsibilities

Publications lead

- Coordinate the publications production process – producing and managing production schedules, coordinating deadlines and assigning relevant roles and responsibilities.
- Coordinate the development of publications: work with authors and relevant internal and external stakeholders to plan and develop outputs from concept note to publication, and help structure the content to make them clear, well-structured and impactful.
- Brief and liaise with external suppliers, such as editors, printers or designers; offer advice and guidance on best practice in outsourcing such roles.
- Copy edit and proofread publications, and layout publications using InDesign DTP software, as required.
- Upholding ODI house style and brand consistency using templates, guidelines, etc.
- Advise researchers on suitable publication formats and relevant policies and processes to meet agreed deadlines, budgets and quality thresholds.
- Upload content to the ODI website using the Drupal content management system (CMS), creating publication landing pages for new publications.

Contribute to effective ODI public affairs and communications more widely

- Support ODI's wider work on PAC in close collaboration with the Managing Editor or Senior Communications Officer.
- Coordinate internal communications – promoting effective coordination and information-sharing around upcoming work and key activities.
- Support and advise project researchers on communications to build their capacity where necessary.
- Support PAC colleagues to deliver priority outputs/activities when surge capacity is required.
- Line or task manage other communications colleagues as required.
- Carry out other tasks as specified by project leads and the Managing Editor or Senior Communications Officer.

Person specification**Essential:****Experience**

- Experience in a comparable communications post in a busy, fast-paced environment
- Track record of project managing and producing publications: planning and managing multiple parallel publications and negotiating with senior stakeholders to deadline
- Experience of translating complex and technical ideas into compelling content for different stakeholders (preferably policy audiences)
- Experience of briefing and liaising with external agencies and freelancers, in particular editors, designers and printers
- Experience of wider communications responsibilities (digital, events, public affairs, media)
- Good knowledge of digital platforms, social media and web content best practice

Skills

- Confidence in typesetting, with DTP skills (Adobe InDesign, Photoshop, Illustrator)
- Strong organisational skills and ability to manage and prioritise tasks
- Strong attention to detail
- Able to work to strict deadlines and under pressure
- Excellent writing, editing and proofing skills
- Excellent interpersonal skills, including the ability to communicate with colleagues at all levels of seniority and from different cultures
- Able to quickly pick up new software and tools; a willingness to learn new skills

Desirable:

- Knowledge of current trends and issues in development.

Key relationships and contacts

- Communications Managers
- Researchers
- Heads of Programmes
- Director of External Affairs
- Publications colleagues
- Public Affairs and Communications staff
- Key external contractors and suppliers

All ODI staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Wednesday, 04 November 2020**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £29,492–£34,987 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Open Ended All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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