



**Evidence.  
Ideas.  
Change.**

# Application pack

## Senior Publications Officer PAC

Ref.: PAC0419

Location: London

Closing date: Thursday, 13 June 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:  
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Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](http://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.



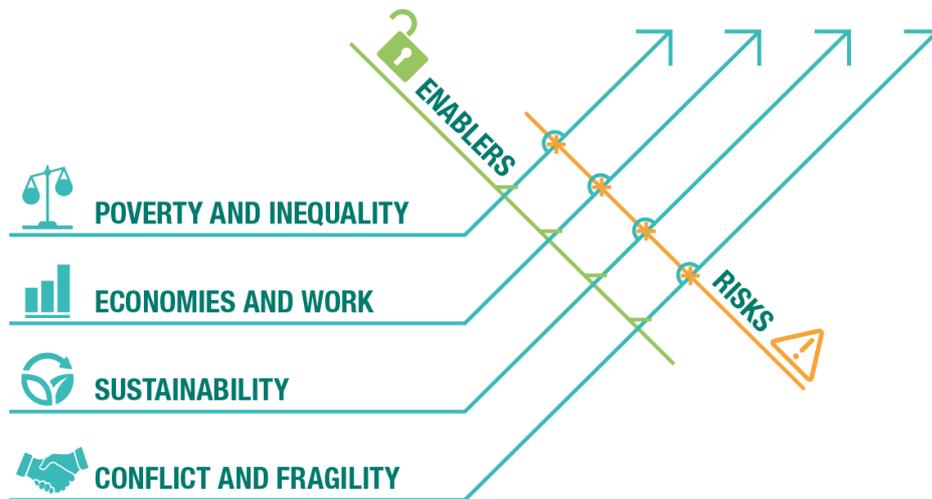
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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

<b>Job Title:</b>	<b>Senior Publications Officer</b>
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<b>Department/Group:</b>	<b>Public Affairs and Communications (PAC)</b>
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<b>Grade:</b>	<b>4</b>
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<b>Responsible to:</b>	<b>PAC Manager, tbc</b>
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### **Purpose of job Purpose of job**

The Senior Publications Officer is a critical role in ODI. Its primary purpose is to maintain ODI's high standards in publication and our critical publications quality control function. The role also manages the development, layout, production and dissemination of priority ODI publications. They provide expert publishing advice, guidance and support to research teams and other public affairs and communications colleagues, ensuring that staff across ODI are working to best practices and within our publication templates, formats and guidelines, including branding and style guides. They work with teams from across ODI to ensure the smooth and timely publication of outputs and have an important publications review functions to ensure that all ODI publications deliver their objectives in terms of external impact.

### **Main duties and responsibilities**

#### **Production, review and quality control**

- Uphold the production process for key ODI publications across the Institute, coordinating day-to-day activities with authors, programme and communications colleagues, and freelance editors and designers as required.
- Responsible for maintaining ODI's high standards in publications, ensuring coherence with our best practice, templates and guidance.
- Provide an institutional quality control function for publications.
- Provide publications advice and guidance to colleagues and where necessary, external providers such as editors and typesetters.
- Co-ordinate with programme staff on planned publications and advise on suitable publication formats and workflows to meet agreed deadlines and budgets
- Manage or oversee the development, production and typesetting of key priority publications using Adobe InDesign, including design, branding and data visualisation.
- Advise on production schedules for flagship ODI publications, from submission of the first draft to launch of the final product.
- Act as first point of contact for ODI programme staff that are using InDesign to create publications.

- Provide quality assurance across ODI publications, ensuring house style and brand consistency across publications.
- Review content that has been uploaded to the ODI website using the Drupal content management system and advise colleagues of the creation of landing pages for new publications.
- Provide relevant input and advice on digital and design outputs, as well as other printed ODI-branded materials.
- When necessary, develop and roll-out updates to publication templates, guideline and other resources, and provide advice and guidance on their use.
- Undertake small design and branding tasks using InDesign and Illustrator.

#### **Coordination with external suppliers**

- Source new suppliers for ODI's publications preferred suppliers list and where necessary, liaise directly with external contractors and relevant suppliers.
- For institutional publications, brief printers, obtain competitive quotes, source new suppliers, and place print orders for flagship publications and other outputs.

#### **Training and support to staff**

- Coordinate and deliver training to staff on core publications schedules, procedures and systems, including InDesign.
- Oversee the development and maintenance of publications support materials and guidelines.
- Trouble shoot on specific publications and InDesign issues as necessary.
- Support brand implementation and quality assurance of publications across ODI.

#### **General administration and other communications tasks**

- Review submissions to the website to ensure content meets ODI standards.
- Support the use of InDesign across the institute, developing templates and liaising with external agencies and freelance suppliers as required.
- Share key stats on publications for monthly and quarterly reports
- Participate in weekly and monthly communications team meetings.
- Support the public affairs and communications team in other tasks as required.

### **Person specification**

#### **Essential**

- An expert typesetter and artworker, with advanced experience of the Adobe Creative Cloud suite (InDesign and Illustrator, minor Photoshop work).
- Experience in a similar internal advisory role for publications.
- A background in managing a publications quality control function, including the development, maintenance and updating of templates, guidelines, style guides, etc.
- A proven background in publications coordination and production, preferably for a research or academic institute or publishing house.
- Significant publications project management experience, planning and managing multiple parallel publications and negotiating with senior stakeholders.
- Specialist skills in publications production processes (print and online),
- Strong IT skills, with excellent knowledge and experience of Microsoft Office applications (MS Word in particular)
- Strong organisational skills and the ability to manage and prioritise tasks.

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- A confident communicator, able to work efficiently and diplomatically with a variety of internal and external stakeholders
  - The ability to work independently, as well as part of a dynamic team.
  - A keen eye for detail and the confidence to own the design of new publications.
  - Knowledge and enthusiasm for the latest trends in publishing, specifically developments to support moves from print to digital publishing, driving forward ODI's publications to align with shifts and innovations in the sector.

**Desirable**

- Knowledge of and interest in wider public affairs and communications activities (digital, events, public affairs, media).
- Knowledge of and interest in international issues.

**Key relationships and contacts**

- Publications colleagues
- Research staff
- Research cluster Communications Managers and teams
- Researchers and research programmes
- Digital Manager
- Director of External Affairs
- External freelance suppliers

**All 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

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## Application process

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

**Closing date:** The closing date for receipt of applications is midnight, UK time, on:  
**Thursday, 13 June 2019**

**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:** **£33,988 - £40,574 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: Fixed-term** 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](http://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.

Please note ODI can only sponsor (senior) positions requiring a PhD, or where there is a shortage of applications. We are obliged to give priority to those who do not need sponsorship when offering a job.



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