

JOB DESCRIPTION

Job title	Publishing Officer
Pay band	6
Purpose of role	<p>The publishing officer will play a key role in getting Consumer Focus' messages across in a strong and persuasive way.</p> <p>The role supports the delivery of our corporate objectives and work plan to champion the interests of consumers in the private and public sectors.</p>
Reports to	Editor
Direct reports	None
Key (Peer) relationships	<p>Policy teams</p> <p>Public Affairs Advocates</p>
Key accountabilities	<ul style="list-style-type: none"> • Project manage editorial projects (print and web-based); draft, edit and proofread publications to make sure they have a consistent Consumer Focus 'look and feel'. • Use publications and web templates, desktop publishing and web authoring programmes, design and produce print and web materials; design fresh materials as appropriate; train other staff on use of templates as required. • Share responsibility with the editor for the publishing schedule, agree timetables for artwork proofing and production. • Support the editor and designer to buy design and print in line with Consumer Focus procurement procedures, to obtain best value and high standards. • Help maintain the Consumer Focus's electronic communications, websites, and electronic archiving. • Help manage stock control; maintain archives and publications files; buy and register ISBN numbers; handle telephone enquiries about publications; and send out legal deposits; help public affairs staff to maintain the exhibition stand and update display material. • Undertake any other appropriate duties that may be required by the Editor or Head of Communications.

<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Established IT skills including knowledge of a range of production and office packages (preferably Adobe InDesign, Quark Express) • Strong copywriting and proofreading skills, and a keen eye for detail • Experience in writing for, and maintaining, a website. • Excellent communications skills, including written English. • Flair for publications design • Demonstrable organisational skills
<p>Competencies</p>	<p>Identify competency and level required:</p> <ul style="list-style-type: none"> • Purposeful and responsive influencing – Level 3 • Filtering, judging and acting – Level 4 • Integrity – Level 4 • Walking the talk on customer service – Level 3 • Working together for the business – Level 4 • Relationship building – Level 4
<p>Location</p>	<p>London, with occasional UK travel</p>