

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Publications Officer
Accountable to:	Publications Manager
Staff managed:	None
PURPOSE OF THE JOB	
<p>This role is responsible for producing a wide range of items, ranging from exam papers to promotional items such as leaflets, brochures, postcards, banner stands and adverts. Production of promotional items often involves working from templates, but also includes working with colleagues to produce new designs. Production of graphics using Adobe Illustrator will also be required.</p> <p>The post holder will take ownership of allocated projects, from design concept to production and delivery.</p> <p>The majority of work will be planned and managed in line with department and project plans but occasionally there will be a requirement to meet short deadlines to meet the needs of the business.</p> <p>The role will work across a group of internal and external stakeholders. An empathy with high customer service standards is a prerequisite of the role.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Typesetting written exam papers as required for English language exams. • Typesetting syllabuses and exam/examiner support materials. • Proofreading items produced as required. • Print buying for allocated projects, in line with budgets. • Ensuring all items produced comply with Trinity brand guidelines. • Ensuring that items are produced on time and to the highest standard. • Designing materials such as promotional items and covers for syllabus documents and books. • Producing graphics including infographics for our website and exam papers. • Helping to maintain our image library and Marketing Resource Centre. 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Essential:

- Significant experience and expert in use of Adobe InDesign, Illustrator and Photoshop.
- Excellent layout skills.
- Excellent attention to detail.
- Good written English and proofreading skills.
- Ability to multi-task, to work at speed accurately and under pressure.
- Ability to work effectively alone and as part of a team.
- Good interpersonal skills, able to interpret the needs of stakeholders effectively.

Desirable:

- Interest and skills in producing items in digital formats.
- Print buying and negotiating skills.
- Photography skills.

CONTACTS: INTERNAL AND EXTERNAL

- Internal: Colleagues in the Marketing & Communications team and across other departments including Product Management & Development, Academic and Operations, and our network of international representatives.
- External: Printers, freelance photographers and designers, etc.

FINANCIAL PARAMETERS

No budget management, but awareness of budgetary cost constraints is required. Authority to negotiate prices on allocated projects to achieve value for money services.