

	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 in Adobe InDesign, ranging from exam papers to promotional items such as leaflets, brochures, postcards, banner stands and adverts, to syllabuses. 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 and Photoshop 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"> <li>• Typesetting exam papers (mostly English language exam papers) using InDesign.</li> <li>• Checking and updating typeset exam papers.</li> <li>• Typesetting syllabuses and exam/examiner support materials using InDesign for all subject areas: Music, Drama and English Language.</li> <li>• Checking and updating typeset syllabuses and exam/examiner support materials.</li> <li>• Proofreading items as required.</li> <li>• Print buying for allocated projects, in line with budgets.</li> <li>• Ensuring all items comply with Trinity brand guidelines.</li> <li>• Ensuring that items are produced on time and to the highest standard.</li> </ul>	

- Designing materials such as promotional items and covers for syllabus documents and books.
- Updating and organising reprints of promotional items.
- Producing graphics including infographics for our website and exam papers using Illustrator.
- Liaising with Trinity representatives in other countries to provide them with artwork / adapted artwork as required.
- 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.
- Excellent copy-editing and proofreading skills.
- Ability to multi-task, to work at speed accurately and under pressure.
- Ability to work effectively independently 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.
- Interest in music, and/or drama, and/or English for speakers of other languages

#### CONTACTS: INTERNAL AND EXTERNAL

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