

# Job Description

<b>Job Function:</b>	<b>Design &amp; Content Management</b>
<b>Job Family:</b>	<b>Publishing/Content</b>
<b>Career Stream:</b>	<b>Support</b>
<b>Job Level:</b>	<b>S4</b>
<b>Position Title:</b>	<b>Project Controller</b>
<b>Division or Group Function:</b>	<b>Oxford Education</b>
<b>Country or location:</b>	<b>United Kingdom</b>
<b>Reports to (position title):</b>	<b>Project Control Team Manager</b>

## Job Purpose

Summarize in no more than 3 sentences the overall purpose of the job – i.e. why does it exist? What are its key deliverables? Start with 'Responsible for....'

Responsible for providing first-class project management to Design teams and supporting Editorial teams around the procurement of media assets and services across all School and Children's publishing.

This includes providing:

- picture research expertise;
- effective asset and data management;
- contract management;
- collaboration with freelancers and offshore suppliers;
- schedule and budget management; and
- general administrative tasks, including office management and event coordination.

## Key Accountabilities

List 5-7 main responsibilities of the role, with supporting activities. Describe what is done, to what, with what result

<b>Accountability and supporting activities</b>	<b>Measure of success</b> Use quantifiable and/or qualitative measures
<p>1. Coordinate the procurement and delivery of all assets on allocated titles on the best available terms and in accordance with established delivery schedules and specifications. Advocate legally and ethically compliant use of assets and provide expertise to internal and external stakeholders as required.</p>	<p>Expert level of ability demonstrated to manage efficient and compliant asset procurement for allocated titles across all publishing lists, on time and on budget</p> <p>A managed workload for own titles through best use of suppliers and in-house resources</p> <p>Standards of legal and ethical compliance regarding use of externally owned content are adhered to and internal stakeholders feel confident in ability and expertise shown</p>

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<p>2. Maintain effective data capture of project costs using Oxford Publish (Biblio). Participate in regular project team meetings for own list of titles and report on key milestones and actions around schedule and costs, including for the purposes of publishing meeting sign-offs.</p>	<p>Strong budget management skills in place to ensure integrity and cost effectiveness across publishing lists</p> <p>Confidently present costs and project updates at relevant forums to stakeholders at all levels</p> <p>Proactively update project teams of key statuses in workflow and communicate any issues</p> <p>Use own initiative to troubleshoot any issues that affect delivery</p>
<p>3. Work closely with the Content Management Team to maintain and archive data around all illustration and photo procurement on specified projects including all rights information. Expert use of OUP asset databases for maximum reuse, including MediaBank Gold, FileMaker Pro and Oxford DAM (Alfresco).</p>	<p>Strong trust-based relationship achieved with Content Management team such that all necessary data for reporting and research purposes is always available when required</p> <p>Archive is always up to date with asset information for the latest published titles</p> <p>Evidence of cost savings through reuse of assets</p>
<p>4. Develop and maintain relationships with internal teams to build and improve workflow processes and support in ensuring these are followed. Participate in regular training for all Designers and Editors across the Education division on briefing and selection of visual assets including photos and illustrations.</p>	<p>Strong trust-based relationship involving clear two-way communication achieved with Design and Editorial teams across all lists</p> <p>Shared learning and continuous improvement culture embedded with other Education teams to ensure synergies in best practice, learning opportunities and collaboration on projects</p> <p>Feedback from internal customers.</p>
<p>5. In collaboration with Designers, issue contracts, statements of work and purchase orders to illustrators, photographers, designers, photo researchers and offshore suppliers. Liaise directly with all suppliers and update contract databases.</p>	<p>Adherence to all OUP policies including ISDP, GDPR, compliance and best in class outsourcing.</p> <p>All Design suppliers have required paperwork in place at all times and contract databases are kept up to date</p>

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6. Liaise with key suppliers to provide cost-effective photo and illustration procurement. Provide coaching and training to key suppliers on new processes and OUP expectations.	<p>Confident and strong relationships forged with key suppliers including offshore typesetters, and photo and illustration suppliers</p> <p>Shared learning and continuous improvement culture embedded with offshore suppliers to ensure synergies in best practice, learning opportunities and collaboration on projects</p>
7. At all times, support the Project Control team in problem solving and delivering excellent service to key stakeholders, including in performing any administrative tasks for the Design team such as office management and liaising with internal and external resources to facilitate events.	<p>Key stakeholders feel confident that Project Control can answer questions and resolve issues as they come up</p> <p>Key stakeholders understand Project Control's responsibilities and areas of expertise, including the ways in which the team can support other functions</p> <p>Project Control has a strong and positive service culture</p>

<b>Attributes / Knowledge/ Education / Previous Experience</b>		
Add extra lines if you need more space		
	<b>Essential</b> The job cannot be performed without these	<b>Desirable</b> Nice-to-have, and could be trained on the job
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Proactive, positive and enthusiastic with a can-do attitude</li> <li>Social skills, active listening skills, confident to challenge and ask questions in order to build and manage strong working relationships</li> <li>Friendly and empathetic approach to working with other teams</li> <li>Ability to manage own workload whilst also being a strong team player</li> <li>Passionate about delivering excellent service; is dedicated to meeting the expectations and requirements of internal and external customers, always acting with customers in mind.</li> <li>Keen attention to detail and confidence in checking quality of data</li> <li>Strong, confident and clear communication skills</li> <li>Excellent organization and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Openness and adaptability to change</li> </ul>
<b>Skills &amp; Knowledge</b>	<p><b>Problem Solving</b> – Encounters problems which are varied and non-routine. Requires basic problem-solving techniques to clearly define problems. Identifies the most appropriate option/solution to adjust or improve existing approaches. Solutions often leverage and improve on existing processes, procedures, and/or tools. Requires objective review of difficult work problems, obtaining cooperation or approval. Requires considerable resourcefulness.</p>	<ul style="list-style-type: none"> <li>Evidence of resourcefulness</li> <li>Evidence of taking own initiative</li> </ul>
	<p><b>Knowledge and Application</b> – Knowledge of standardized rules, procedures, and operations, within a specialized field/work area. In-depth experience in a technical field. Selectively extracts, verifies, and compiles objective and measurable data. In some instances, may modify existing processes, methods, and approaches. May be working toward a professional qualification.</p>	

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	<p><b>Interaction</b> – Exchanges standard technical or nontechnical information with colleagues and immediate superiors and/or customers. May be required to interpret or clarify technical information to aid understanding. Interprets or explains data or information to deliver messages. Audience may not be knowledgeable about the subject matter. Requires awareness of cultural differences and adapts style accordingly.</p>	
	<p><b>Accountability</b> – Accountable for the on-time delivery of own work and that of others. May be responsible for coaching/mentoring more junior employees; but has no direct supervisory responsibility. Responsible for the quality review of deliverables by more junior employees. Financial accountability will be confined to proactive management of cost within the project/team. Performance measured against predefined annual objectives.</p>	
	<p><b>Impact</b> – Impact is short term (typically limited to one year). Activities limited to monthly/quarterly planning. Supports the achievement of goals through personal effort in own work area. Scope of impact will be at the department and/or team level. May also impact on related activities outside of own work team and/or department.</p>	
	<p><b>General</b> – Technical expert with depth or breadth of knowledge within own area. Provides guidance, coaching, and direction to more junior team members of the team. Acts independently working under limited supervision. May be a team/project leader, without people management accountability.</p>	
<b>Education or Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to Degree level or equivalent, or relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>Project Management qualification</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in project management or administration role</li> <li>Experience managing complex budgets and schedules across multiple projects</li> <li>Experience working as part of a team and contributing to its success</li> <li>High level of skill in all MS Office programs including MS Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of rights and permissions of licenced content</li> <li>Experience of picture research</li> <li>Awareness of publishing sector</li> <li>Experience of working with offshore suppliers</li> </ul>

Business Dimensions	
<b>OE Turnover:</b>	
<b>OE Surplus:</b>	
<b>OE Headcount:</b>	
<b>Accountable OPEX Budget:</b>	
<b>Accountable Headcount Budget:</b>	

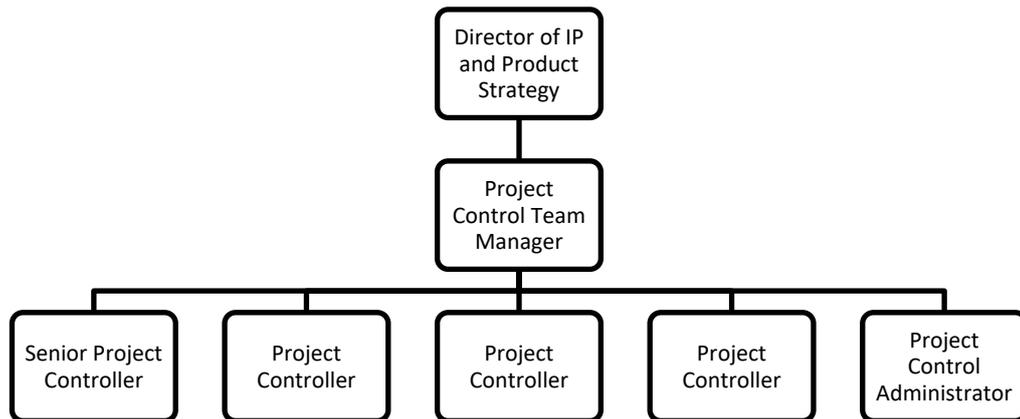
Key Interfaces:	
<b>Internal:</b>	Design team, Production team, Editorial team, Content Management
<b>External:</b>	Illustrators, Photographers, Picture Researchers (on- and offshore), Design services suppliers Stationery vendors, contacts at internal and external facilities

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## Organisation

Add organisation chart here – include one level above the role, peers, and any teams or roles reporting to the role. Use job titles, not names.



## Version Control

<b>Version :</b>	1.1
<b>Changes Made:</b>	10 September 2021
<b>Date Approved:</b>	TBC
<b>Approved By:</b>	Kate Kunac-Tabinor
<b>Title:</b>	Design Director, Education Division, OUP