

## Job Description

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**Job title:** Senior Production Editor

**Department:** Content Delivery, ELT,  
Publishing and Content  
Operations Centre of  
Excellence

**Reports to (title):** Manager, Production  
Editorial

### PURPOSE OF THE JOB

Working flexibly across sectors and markets, to edit and manage complex print and digital products from handover of developed content to final print or digital output format, utilising standard processes, systems and workflows to ensure efficiency and quality of final outputs.

Ensure content is delivered to agreed publishing date and specifications and is consistent with the Divisions' Strategic Objectives and Mission Success Factors.

### PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

*Maximum of 10 Accountability Statements*

- 1 **Project Management**  
Working with senior editorial colleagues and cross-functional teams, to plan, schedule, and manage Content Production stages of complex multi-component projects, ensuring timely delivery of products within the agreed scope and cost. Create and monitor schedules relevant to content production stages. Select, brief and oversee the work of external suppliers according to the requirements of the project, and carry out appropriate quality checks, raising any risks and issues in a timely way with the project owner.
- 2 **Budget management**  
Supply forecasts for allocated projects, and manage allocated budget for external supplier, communicating any over/underspend to senior editorial colleagues.
- 3 **Editing**  
After handover of developed content, prepare print and digital content for transformation into the appropriate output format, including as required: detailed check of styling, copy-editing and proofreading, and briefing and checking of digital assets. Check content and product functionality at defined stages prior to final publication in order to deliver an agreed standard of quality, accuracy and consistency and meet the project brief and customer requirements.
- 4 **Communications and cross-functional team working**  
Maintain communications within the cross-functional team and appropriate colleagues in other departments including regular updates on work in progress schedules and costs to project stakeholders.

## 5 Training and mentoring

Train and mentor Production Editors and other editorial colleagues on systems, processes, workflows and tools, to ensure effective performance. Share knowledge and experience of current workflows and technologies as required.

## 6 Continuous improvement

Identify continuous improvement and innovation opportunities and work with colleagues to ensure that best practice, new processes, workflows, systems and lessons learned are implemented effectively.

### KNOWLEDGE AND EXPERIENCE

#### Essential

- Significant editorial experience in educational publishing, including experience of copy-editing, proofreading and editing digital components
- Experience of project managing either print or digital content production, including budget management
- Excellent verbal and written communication skills
- Experience of working as part of a team
- Excellent attention to detail
- Well-developed organisational skills, including an ability to prioritise

#### Desirable:

- Experience of budget management
- Experience of commissioning and managing the work of external suppliers
- Experience of training and mentoring on workflows, processes and tools
- A background or interest in ELT
- Educated to degree-level or equivalent

### KEY INTERFACES

Internal: Content Development Editorial, Design, Production, Delivery Project Manager, Resources Manager, Publishing Project Manager

External: External suppliers (individuals, companies and packagers), authors, translators, developers

### TYPICAL DIMENSIONS

- The ELT Division delivers revenue to the Press in excess of £150 million per annum
- The post holder contributes to materials which generate revenue for the Division

### EXAMPLE ORGANIZATION CHARTS



