



**Oil Companies International Marine Forum
Person Profile and Job Description**

Job title: Publications Editor
Reports to: Publishing and Communications Manager
Date: April 2019

1. Job purpose

Edit publications (books and information papers) so that they are clear and understandable to a broad readership, project manage through the publications process, manage the monthly members' newsletter and undertake day-to-day editorial tasks.

Manage the publication desk in the Publishing and Communications Manager's absence.

2. Person specification

All criteria are essential unless stated otherwise (D = desirable) and wording in italics.

Knowledge and skills

- Ability to copyedit into plain English and to present complex ideas clearly.
- Ability to proofread and ensure accuracy and quality of publications.
- Excellent project management and time management skills.
- Excellent spoken and written communication skills in the English language.
- Excellent document presentation skills.
- Good standard of numeracy.
- Ability to build and maintain effective professional relationships and to work independently and collaboratively as part of a team.
- Ability to write engaging copy for press releases.
- Fully computer literate and familiar with a range of software packages, including Word, Excel, InDesign, *SharePoint (D)*, *MailChimp (D)*.
- Ability to identify and solve problems, and to make appropriate decisions.
- *Knowledge of copyright, intellectual property and anti-trust requirements (D).*

Experience and qualifications

- Experience in a similar or transferable role.
- Copyediting/proofreading experience.
- *Experience of working on multi-authored content (D).*
- *Book editing (D).*

Personal qualities

- Self-motivated.
- Confident, personable, articulate and able to work confidently with people at all levels and of different nationalities.
- Well organised.
- Problem solver.
- Reliable, trustworthy and discreet.

Circumstances

- Able to work out of normal working hours when required and to travel occasionally to different locations, attend meetings and events outside of normal working hours. (Personal circumstances will be taken into account).

3. Key working relationships

Internal: Publishing and Communications Manager, Director, General Counsel, Technical Advisers and Secretariat.

External: OCIMF members, Witherby Publishing Group, external contractors (designers, printers, etc.).

4. Main duties and results areas**Publications**

- Provide a substantive copyedit of OCIMF material to ensure content is clear, understandable and correct.
- Create and maintain publication schedules.
- Manage the publications review process, liaising with internal and external stakeholders to make sure publications stay on schedule.
- Manage images: commission redraws, check photo quality, collate permissions, and make sure images meet OCIMF brand requirements.
- Typeset information papers using InDesign and make web-ready documents.
- Maintain records for version control.
- Update and expand the OCIMF style guide.
- Act as the main point of contact for the publications department in the absence of the Publishing and Communications Manager.

Communications

- Source content for and edit the monthly OCIMF newsletter and LinkedIn posts.
- Source content for and edit the annual report.
- Write press releases and marketing copy.
- Work with the Publishing and Communications Manager and other stakeholders to draw up a communications plan for new publications.

Other

- Provide day-to-day administrative and editorial assistance.
- Provide support to the Publishing and Communications Manager.

Any other reasonable duties (see below 7. General requirements)

6. Special working conditions (e.g. hours, travel, events)

The details below are not exhaustive and if necessary other reasonable special working conditions may apply

- Work out-of-hours as and when necessary.
- Occasional travel to different locations and attendance at meetings and events outside of normal working hours.

7. General requirements of the post-holder

- Complete other tasks and duties, as consistent with the level of the post, as and when required.
- Comply with OCIMF document retention and destruction procedures.
- Consider and take responsibility for the health and safety of self and others, and adhere to OCIMF health and safety guidance at all times.
- Ensure confidentiality of information acquired during the course of employment at all times.
- Commit to and promote OCIMF charter relating to equality of opportunity.
- Comply with OCIMF rules and policies which are set out in the Staff Handbook, as amended from time to time.