

<b>JOB TITLE:</b>	PUBLICATIONS EXECUTIVE
<b>JOB HOLDER:</b>	ROCHELLE STANLEY
<b>DATE UPDATED:</b>	AUGUST 2023
<b>REVISION (HR Office Use):</b>	VERSION 1

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## 1 MAIN PURPOSE OF THE JOB

The Publications Executive leads on ensuring successful implementation, delivery, and management of CIOB print and electronic technical publication, including codes of practice, guides, and Technical information sheets. The Publications Executive plays a key role in providing tactical management of CIOB professional development resources. The role also requires support for the Knowledge hub department activities.

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## 2 POSITION IN ORGANISATION

This role reports directly to the Head of Technical and Standards development .

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## 3 SCOPE OF JOB

The Publications Executive is responsible for CIOBs publications programme management and deliverables, providing an excellent level of administrative support to committees and other stake holders, whilst maintaining excellent relationships with all publishers and suppliers. This is NOT a technical writing role.

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## 4 QUALIFICATIONS/SKILLS & EXPERIENCE

- Degree level qualification, preferably in related discipline
  - Min of 2 years of experience in programme management preferably publications
  - Excellent IT and systems skills including Microsoft word, Excel, Power point and publisher. E-resources systems experience including CPD recording software would be advantageous, as would the use of databases to conduct searches and research.
  - Excellent customer service skills
  - Strong written and verbal communication skills, with a high level of accuracy, attention to details, and experience of proofreading complex documents
  - Strong administrative skills, with experience of arranging meetings and issuing timely and accurate minutes.
  - Excellent / high level organisational skills, with the ability to work under own initiative to meet deadlines.
  - Travel between offices and other locations is required as meetings are not always held in Bracknell or London offices.
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**DUTIES & KEY RESPONSIBILITIES**

**(Please indicate percentage of time spent on each activity)**

Responsibilities include but not limited to

**Technical assets programme management (40%)**

- Implement all aspects of publication programme management from planning activities, development and maintaining plans. Serve as liaison with external stakeholders and authors on publication development.
- Write a publication development and delivery plan in line with the goals of the CIOB Corporate Plan and the organisations ongoing responsibilities
- Work with line manager to create Publication asset working groups to update Codes of practice, CIOB contracts, and other print and electronic assets
- Manage Publication working groups, and act the main point of contact for internal and external stakeholders on the planning and execution of technical asset working group meetings.
- Oversee internal review process for all technical assets.
- Create reports to communicate relevant information to colleagues and internal business partners. Manage focused analyses of existing and new data in order to identify needs and requirements for technical asset plans.
- Work with other CIOBs departments upon requests for new materials from Committees and internal stakeholders
- Identify future updates and new materials. Create and maintain project records throughout the publication lifecycle of books and journals. Create and maintain complete book records on Society website and external
- Proofread promotional materials and other materials as needed. Coordinate blog posts and other communication strategies.
  
- Perform other departmental duties, programmes and new projects as assigned

**Systems and Supplier Management (15%)**

- Build and maintain strong relationships with current and future providers/publishers, regularly monitoring service levels and agreements.
- Record Technical assets webinars for the KH where necessary.
- Monitor and co-ordinate the CIOB's online resources environment, solving any problems which may arise.

**Administration (35%)**

- Undertake any necessary financial administration such as raising purchase orders, processing invoices and monitoring spend against annual budgets.
- Assist in setting annual department budget as required.
- Co-ordinate requests for marketing collateral for the Knowledge Hub, working closely with the Marketing team as required.
- Support line manager with any other departmental activities or

**PART 2 : DUTIES & KEY RESPONSIBILITIES**

projects.

- **Marketing and communications (10%)**
- Support marketing efforts to expand reach of technical assets and other resources, and develop new initiatives to increase revenue and impact of CIOB resources
- Work with the Knowledge hub team, Communications and Marketing, to help create a strong brand identity and set the highest possible editorial standard for content

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**PLEASE SIGN BELOW**

<b>JOB HOLDER:</b> .....	<b>MANAGER:</b> .....
<b>DATE SIGNED</b> .....	<b>DATE SIGNED:</b> .....
<b>DATE ON WHICH EMPLOYEE COMMENCED UNDERTAKING THIS ROLE</b>	

Please forward a signed copy + an electronic copy to the HR department.