Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Vacancy reference</td>
<td>15692/15693</td>
</tr>
<tr>
<td>Job title:</td>
<td>Production Editor</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Digital Development Editor</td>
</tr>
<tr>
<td>Salary:</td>
<td>£27,025 – £32,236</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Secretarial and Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed-term contracts until 31 July 2020</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday, 4 April 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Standard application form, a CV, and a covering letter (of no more than 1000 words) detailing how your skills and experience meet the criteria listed in the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Internal applicants – one (line manager)</td>
</tr>
<tr>
<td></td>
<td>External applicants – three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

As part of a team, to undertake the copy-editing, proofreading and other editorial tasks associated with production of Open University learning and teaching materials in print and online.

To promote and embody positive attitudes and behaviours, embrace change and innovation, and champion the values of the organisation.

Main responsibilities

- To copy-edit text in Word, XML and other formats in compliance with the University’s house style and other standards and style guides.
- To take responsibility for maintaining and updating existing learning materials, including updating assessment items, website checking and ensuring quality and consistency standards are upheld.
- To produce proofs (page and web) of edited items in a format suitable for checking by authors and other LTI staff, including compiling lists of editorial queries; to liaise directly with authors and academic staff in relation to editorial work, when required.
- To proofread, check and user-test print and web items, correct errors and escalate issues as necessary.
- To contribute to ensuring learning materials meet standards for accessibility.
- To use the University’s content management system as specified for production tasks.
- To assist managers in the planning, scheduling and coordination of production projects; to maintain and update project documentation.
- To assist in integrating text and media assets (artwork, audio, video, interactive), as required.
- To keep informed of relevant developments in educational technology and publishing practice.
- To contribute to the development and maintenance of professional standards in editorial practice.
- To contribute to the Unit’s strategy formulation and implementation.

3. Person specification

Requirements (E = Essential/ D = Desirable)

Education, qualifications and training

**Essential:**
- GCSE grade C in English and mathematics.

**Desirable:**
- A further or higher education qualification.

Knowledge, work and other relevant experience

**Essential:**
- Excellent copy-editing and proofreading skills or demonstrable aptitude in this area.

**Desirable:**
- Experience of using XML editing software in a publishing context.
- Experience of using content management systems.
- Knowledge of templates, style sheets, macros.
• Knowledge or experience of open, online and distance learning.

**Personal abilities and qualities**

**Essential:**
• Excellent standard of written and spoken English, grammar and spelling.
• Strong IT skills, especially MS Word, Outlook and other Microsoft packages.
• Attentiveness to accuracy and detail even when under pressure.
• Excellent organisational skills, and ability to manage own workload and balance conflicting demands.
• Ability to work as part of a team towards common goals.
• Strong interpersonal skills and ability to influence those in more senior positions, including academic authors.
• Commitment to own professional development and learning.

**Desirable:**
N/A

4. **Role specific requirements e.g. Shift working**

N/A

5. **About the unit/department**

The Editorial team is part of the Development & Production (D&P) sub-unit, which has a £14m budget and employs around 270 staff. We help to provide life-changing learning by collaborating to create, deliver, maintain and support course content for students across multiple formats and channels. We produce more than 150 new modules every year, alongside maintaining more than 400 existing modules and engaging in a range of other projects – all with the student learning experience at the heart of what we do.

6. **How to obtain more information about the role or application process**

If you would like to discuss the particulars of this role before making an application please email daniel.bottom@open.ac.uk

If you have any questions regarding the application process please contact email: Resourcing-Hub@open.ac.uk
7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Midday, 4 April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be considered for this post, please send the following by the above deadline:</td>
</tr>
<tr>
<td></td>
<td>• a completed application form</td>
</tr>
<tr>
<td></td>
<td>• a CV</td>
</tr>
<tr>
<td></td>
<td>• a covering letter, of no more than 1000 words, detailing how your skills and experience meet the criteria listed in the person specification.</td>
</tr>
</tbody>
</table>

Post it to: As follows.

Name/Job title: Resourcing Coordinator

Department/Unit: Resourcing Hub

Address: The Open University
          Level 1, Berrill South
          Walton Hall
          Milton Keynes

Post Code: MK7 6AA

Or e-mail your application to: Resourcing-Hub@open.ac.uk

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Daniel Bottom, Editorial Production Manager. Other panel members to be confirmed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The interviews will be held:</td>
<td>Week commencing 15 April 2019</td>
</tr>
<tr>
<td>The selection process for this post will include:</td>
<td>Further details on the selection process will be sent to shortlisted candidates.</td>
</tr>
</tbody>
</table>

If you do not hear from us by 12 April 2019, you should assume that you have not been shortlisted for interview, but we do thank you for your interest.

Applications received after the closing date will not be accepted.