

Job Description

Job Title:	Publications Officer
Ref No:	MKG525
Campus:	Hendon
Faculty/Service:	Student Recruitment, Marketing and Communications
Grade:	6
Salary:	£37,357 per annum rising to £42,653 incrementally each year, inclusive of Outer London Weighting
Hours:	35.5 hours per week. Actual daily hours by arrangement.
Period:	Permanent

Reporting to: Corporate Marketing Manager

Reporting to Job Holder: N/A

Overall Purpose:

The Publications Officer will take the lead in planning, coordinating and delivering key institutional publications, ensuring they reflect the University's strategic priorities and uphold the highest editorial standards. This includes flagship outputs such as undergraduate and postgraduate prospectuses, the University's Annual Report and Accounts, institutional facts and figures and other key publications as required.

Working closely with directorate communications colleagues as well as with other stakeholders across the University, the postholder will ensure that publications are accurate, engaging and accessible to diverse audiences and that they strengthen the University's reputation locally, nationally and internationally.

Principal Duties:

- Lead and coordinate the production of key University publications from concept to delivery, including prospectuses, reports, accounts, institutional facts and figures and other University publications that may arise.
- Plan and manage timelines to ensure publications are delivered on schedule and within budget.
- Write, edit and proofread high-quality copy for print and digital formats, ensuring clarity, consistency and compliance with the University's style guide.
- Commission and manage contributions from academic and professional services colleagues, ensuring content is accurate, compelling and relevant to target audiences.
- Collaborate effectively with internal stakeholders, including Marketing and design colleagues, Student Recruitment, Communications, Finance and faculties, to gather information and secure approvals.
- Liaise with external suppliers such as designers, printers and photographers, ensuring outputs meet agreed standards when necessary.
- Ensure compliance with accessibility requirements, copyright law and data protection regulations.
- Monitor and evaluate the impact of publications, making recommendations for improvement.
- Champion best practice in editorial standards across the University.

Additional requirements

- As the work of the department requires significant internal and external engagement it is expected that on campus presence will be required three days per week.
- Due to the annual recruitment cycle there are key times of the year when annual leave will not be allowed and presence on campus will be expected. These are: Open days, offer holder days, first two weeks of Clearing in August.
- As student recruitment is a national activity all staff within the department are expected to support with attendance at student recruitment events when asked and this may involve travel and occasional overnight stays.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Job Title: Publications Officer

Your supporting statement on your application form will be assessed to see how you meet each of the following selection criteria.

SELECTION CRITERIA:

Essential

- Excellent writing, editing and proofreading skills, with the ability to adapt style and tone for different audiences and formats.
- Strong project management skills, with experience coordinating complex publications and meeting multiple deadlines.
- Proven ability to work collaboratively with a wide range of stakeholders at all levels.
- High attention to detail, accuracy and consistency.
- Experience commissioning and managing the work of designers, photographers and other suppliers.
- Strong organisational skills and the ability to prioritise competing demands.
- Knowledge of accessibility, copyright, and data protection considerations for publications.

Desirable:

- Experience working in a higher education or similarly complex organisation.
- Familiarity with statistical and institutional data presentation.
- Understanding of student recruitment cycles and processes.

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion.

Terms and Conditions

Diversity

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

Flexibility

Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

Annual Leave

30 days per annum plus eight Bank Holidays and seven University Days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Travel to Hendon Campus

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Public Transport

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

Parking

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Parking for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

What Happens Next?

If you wish to apply for this post, please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Mr Tom Fry, Corporate Marketing Manager, t.fry@mdx.ac.uk