

Person Specification

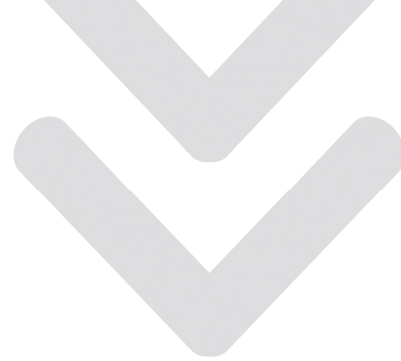
This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Managing Editor, Web and Publications Ref no: 1417000

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and experience	Possession of a MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline, or an equivalent qualification.	E
	Substantial experience in an editorial or communications function, preferably working with publications and/ or web content in a development environment.	E
	Knowledge and experience communicating research evidence to a non-technical audience, preferably at a high level.	E
	Demonstrated understanding of policy-relevant development or economic research.	E
	Experience of commissioning and editing publications and web content.	E
	Experience of working with a high degree of autonomy and making independent judgements.	E
	Experience of commissioning and integrating infographics and data visualisation into communications products.	D
	Experience of working closely with researchers and colleagues in remote locations and in different cultures.	D
Communication	Evidence of excellent written and oral communication skills, in particular evidence	E



	<p>of explaining complex technical information to non-specialist audiences.</p> <p>Editorial skills, including working closely with a range of authors including academics.</p> <p>Experience in training and supporting other non-specialists to increase their skill level.</p>	<p>E</p> <p>D</p>
Teamwork and motivation	<p>Demonstrated ability to work as part of a team, preferably in a developing country multi-cultural context.</p> <p>Ability to work with a range of teams across a large and complex organisation.</p>	<p>E</p> <p>E</p>
Liaison and Networking	<p>Ability to contribute to networking by identifying key people to foster working relationships with.</p> <p>Demonstrated strong ability to interact with researchers and policymakers, such as past work with academics, government officials, NGOs, think tanks and aid agencies.</p>	<p>E</p> <p>D</p>
Planning and organisation	<p>Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.</p> <p>Evidence of the ability to work independently and with minimum supervision in challenging environments.</p> <p>Evidence of attending to detail while producing timely work within deadlines.</p> <p>Demonstrated ability to prioritise work given by a number of colleagues.</p> <p>Ability to switch efficiently between the technical and operational duties associated with content production.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.