

Job Advertisement Title: IPCC Working Group III Publication Manager

IPCC WG III Technical Support Unit, Centre for Environmental Policy, Faculty of Natural Sciences

Salary: £38,614 – £47,373 per annum

Location: South Kensington Campus

Job Summary

The opportunity has arisen for an experienced Publication Manager to play a significant role in the production of a scientific report of global importance.

The Intergovernmental Panel on Climate Change (IPCC) is preparing its Sixth Assessment report, which will provide policymakers around the world with the latest assessment of science related to climate change (see www.ipcc.ch for further information). Working Group III (WGIII) is one of the three IPCC Working Groups looking at different aspects of climate change; it focuses on options for reducing the rate at which climate change is taking place: what is called climate change mitigation. For more information on the IPCC and its Sixth Assessment cycle please see this video: <https://vimeo.com/561313700>.

The IPCC WGIII wishes to recruit a Publication Manager with overall responsibility for organising and managing activities associated with the production of the WGIII Sixth Assessment report. The Publication Manager will be part of a team of experienced scientists and research management professionals (the WGIII Technical Support Unit) and will interact with IPCC authors from around the world.

You will join a diverse and motivated team contributing to the important field of international climate science and policy.

Duties and responsibilities

- You will lead the production of the Working Group III contribution to the Sixth Assessment Report (AR6), ensuring the report is published for print and web in line with agreed timescales.
- You will ensure quality standards for the final report are met, working closely with key stakeholders (contractors, IPCC Secretariat, other IPCC Working Groups).
- You will support the monitoring and management of subcontracts for the supply of production services including, but not limited to, graphic design, editing, proof-reading, and indexing of the report.
- You will support the production of report derivative materials (e.g. brochures, infographics, slide decks) to communicate the report's findings and reach out to stakeholders (policymakers, business, environmental NGOs, and the general public).
- You will provide support for other projects or activities within the WGIII TSU as directed by the Head of TSU (Operations) and WGIII Co-Chairs.

Essential requirements

- You will have experience working in an editorial and/or project manager role, in a position such as Publication Manager, Editor, Editorial Officer, Editorial Manager or Associate Editor, Publications Officer, Production Manager, Production Officer, or similar.
- You will have experience of successfully managing full end-to-end book production cycles, for print and digital, including creating and managing detailed content schedules.
- You will have experience in building strong relationships across organisational boundaries to enable the smooth delivery of complex projects.
- You will have experience in working with creative professionals and suppliers, including managing related contracts.

Further Information

This is a full-time, fixed term post until 31 December 2022 and will be based at South Kensington Campus.

To apply for the role, candidates will need to complete an online application.

Informal enquires can be made directly to Mr Roger Fradera, Head of Technical Support Unit (Operations) via tsu@ipcc-wg3.ac.uk.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/>

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff involved with this work show due consideration at every level. <http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/>

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an Athena SWAN Silver Award winner, a Disability Confident Leader and a Stonewall Diversity Champion.

Closing date: 05/08/2021

To apply, visit www.imperial.ac.uk/jobs and search by the job reference **NAT00958**.