

JOB PROFILE FOR 2017

Job Title: Publishing and Production Project Manager: STELLAR materials revision	Employee Name:	Reports to: Deputy Director Indirect Reportees: associated service providers such as writers, editors, proof readers, translators, printers, designers, with respect to quotations, orders, deliveries and workflow.
Job Purpose: <ul style="list-style-type: none"> A. To ensure Wordworks material serves the mission of the organisation as well as its strategic and programme objectives. B. To ensure that Wordworks material is of a high standard and in keeping with Wordworks' brand and values. C. To ensure that Wordworks material is produced and delivered on schedule, within budget and according to procurement policies. D. To ensure accurate and accessible electronic filing of Wordworks materials and associated documentation. 		

Key Results	Deliverables	Indicators	Competencies
1. Materials publishing and production and processes (schedules, quotations, quality control) are co-ordinated and service providers (designers, editors, translators, proof readers) are managed.	For each aspect of the STELLAR materials revision project, in consultation with the Wordworks reference team and management: <ul style="list-style-type: none"> • Develop a project brief and budget • Produce a production schedule. • Develop specifications for tasks. • Clarify roles and responsibilities of different Wordworks staff on the project. • Apply Wordworks' procurement policy in securing required capacity by contracting service providers • Ensure written briefs to service providers so that work is delivered at standard and on schedule. 	<ul style="list-style-type: none"> • Records show materials publication and production was completed on schedule and to standard. • Reduced levels of effort from programme and management staff in publication and production of materials. 	<ul style="list-style-type: none"> • Knowledge of Wordworks vision, mission, theory of change and programmes • Knowledge of Wordworks style guide • Project planning skills • Briefing skills • Administration skills • Trouble shooting ability • Publishing experience and a working knowledge of all the steps required in preparing materials for publication

	<ul style="list-style-type: none"> • Ensure workflow between Wordworks internal team and service providers. • Ensure relevant members of Wordworks team are consulted and sign off work at agreed milestones. • Ensure invoices are submitted to Finance for timely payment of service providers. • Develop print and packaging specifications for all materials published. 		
2. Wordworks materials and information related to the materials are systematically filed	<ul style="list-style-type: none"> • Routinely save all draft and completed materials, (design and print files) labelled clearly and organised in folders in your Wordworks Materials Drop Box Folder. • Ensure print and packaging specifications are filed and shared with Wordworks Administration. • Ensure quotations and invoices are filed and shared with Wordworks Finance. • Ensure service provider details and performance is written up, filed and shared with Wordworks Finance. 	<ul style="list-style-type: none"> • Records show all materials, print and packaging specifications and costing documents are appropriately filed. • Wordworks staff report that electronic files are up to date, clearly labelled and easily accessible 	<ul style="list-style-type: none"> • Organisational and programme knowledge • Administration skills
3. Organisational values and processes are adhered to	<ul style="list-style-type: none"> • Work effectively and collaboratively with Wordworks teams. • Uphold Wordworks' ethos, culture and values. • Adhere to and constructively engage with organisational processes and policies. 	Required documentation is completed timeously	<ul style="list-style-type: none"> • Understanding of Wordworks' culture and values • Accountability