

Publications Editor Application Pack 2018 (PUB1811)



Welcome from the Director

I am very pleased that you are interested in applying for the position of Publications Editor at the Institute for Government. The Institute was established in 2009 with the aim of making government more effective and improving the way it makes decisions. Our aim is to be a catalyst for improvements in government – we don't just conduct research but work closely with people in Westminster and Whitehall to fulfil our mission.

We offer you the opportunity to be a core part of an organisation which is making an impact in the world of government and politics and to work in a stimulating and challenging environment. We are based close to Whitehall and Westminster and offer excellent working conditions.

We are keen to provide opportunities for our staff to learn and develop. As well as working with colleagues from a wide range of backgrounds and experience, we offer opportunities to enhance skills through a mix of internal and external training courses and informal skill sharing sessions.



A handwritten signature in cursive script that reads "Bronwen Maddox". The ink is dark and the signature is fluid and legible.

Bronwen Maddox
Director, Institute for Government

Publications Editor at the Institute for Government

Last year, we published 167 comment pieces and 36 reports. The purpose of the role is to sharpen our commentary and strengthen our voice across all these publications, working with research teams to clarify their arguments, conclusions and recommendations.

The successful candidate will be a first-class editor and writer, with an eye for detail and ability to identify the point of an argument (the 'so what' of any piece). He or she will possess excellent people skills which will enable him or her to get the best out of our team of close to 40 researchers, working within our Communications team.

We would like the successful applicant to develop this role, taking on wider responsibility for editing longer reports, working with the Director of Research.

Job Description

Enhance the quality of our written content.

- Ensure all commentary is produced to the highest editorial standards.
- Edit and proof-read research reports, web text and social media posts.
- Work with researchers to craft headlines and clarify messages in publications and reports.
- Understand where we fit in the wider political environment, identifying hooks for our research
- Assess writing standards throughout the organisation and then work with the Director of Communications to support staff in advancing their skills.
- Work with the Director of Communications to enhance the quality of press releases and other statements.
- Take overall responsibility for our weekly newsletter.
- Manage the tone and voice of our publications, strengthening our reputation for robust opinion and commentary.

This will involve:

- Curating a steady stream of content on the comment section of the website, ensuring it provides insight across the breadth of our research programme.
- Editing research reports for strength of voice and clarity of argument, working with the Director and Director of Research.
- Working with researchers to develop their ideas for comment and analysis, helping to sharpen their writing skills.
- Managing the comments section of the website and working with communications colleagues to feature work on the homepage and on social media.
- Evaluating the comment section of the website to expand its reach and improve the support and advice we provide to comment authors.
- Advising researchers on how to pitch comment pieces to external media, developing a network of contacts on comment desks at key outlets.

Person Specification

First class writing skills, including the ability to make an argument in a clear, accessible way.	Essential
Skill in copy-editing, in application of house style, and in writing and editing material for the web.	Essential
Experience of producing and publishing high-profile, time sensitive pieces accessible to a wide audience.	Essential
Experience of communicating complex material to a range of expert and lay audiences, with the knowledge and ability to tailor products accordingly.	Essential
Strong sense of news in UK and international politics and policy, and sense of how to use the news to put forward IfG arguments.	Essential
An interest in the mission of the Institute and an understanding of it	Essential
Excellent IT skills using a range of different tools and software.	Essential
Excellent interpersonal skills with the ability to communicate with people at all levels of seniority.	Essential
Ability to work independently and to contribute as part of a team.	Essential
Relevant press contacts (comment editors, trade press).	Desirable
Experience with InDesign.	Desirable
Experience of training others to increase the quality of their own writing.	Desirable
Some experience using a website CMS (content management system).	Desirable

About the Institute for Government

Who we are:

The Institute for Government is the UK's leading independent think tank promoting more effective government. We work with all the main political parties at Westminster and with senior civil servants in Whitehall, providing fresh thinking through research, events and leadership development.

Our mission is:

To help to improve the effectiveness of government in the UK.

Why is that important?

Good government is one of the most important factors driving the UK's social and economic performance and the health of democracy. But while Whitehall ranks among the world's best administrations, the sheer scale of today's political challenges demands ever more capable leadership from government, and challenges public trust in institutions. The Institute's role is to inform and support the process of improvement, working at the highest levels of politics and the civil service to improve capacity and provide evidence-based advice that draws on best practice from across the globe.

What we do:

We focus equally on the needs of all political parties and of senior decision makers across Whitehall. We stimulate change by challenging current thinking and providing new ideas and models for shaping and developing better government.

How we do that:

- We undertake high quality qualitative and quantitative research, focused on the mechanics and processes of government, producing practical recommendations for change.
- We provide tailored development opportunities for senior decision makers and their teams.
- We offer consultancy and advice to departments and political parties, leading and shaping opinion on improving performance and effectiveness.
- We organise and host regular high-level events addressing different aspects of government in the UK and internationally.
- Our headquarters are also a meeting place where senior officials from across Whitehall can discuss the challenges of making government work and access practical insights from public servants, academics and opinion formers from across the world.

Our core values:

We seek in all our activities to be:

- **Innovative:** we will push at the boundaries of current knowledge, exploring and experimenting with diverse approaches to find the best solution.
- **Rigorous:** we will be thorough and precise in our methods and aspire to produce the highest quality data and services.
- **Impartial:** we will be neutral and politically non-aligned.
- **Trusted:** we will earn the confidence of all those we work with, being open and challenging as well as a trusted guardian of knowledge.

Our work programme:

Our work programme is structured around the following themes:

- *Policy making* – with a current focus on outsourcing
- *Brexit* – the UK's future relationship with the European Union
- *Whitehall* – transforming the civil service, from digital change to the role of the Treasury
- *Public services* – looking at the long-term funding of health and social care
- *Devolution* – the relationship between the four governments of the UK post-Brexit
- *Leadership for government* – working with politicians including our landmark interview series *Ministers Reflect*
- *Parliament* – the role and effectiveness of Parliament and select committees
- *Whitehall Monitor and Performance Tracker* – a data-driven perspective on government.

Publications:

Examples of recent Institute publications include:

- [How to be a minister: making decisions on infrastructure](#)
- [Behavioural government: using behavioural science to improve how governments make decisions](#)
- [How to fix the funding of health and social care](#)
- [Preparing Brexit: how ready is Whitehall?](#)

- Further information about our work can be found [on the IfG website](#).

Information for applicants

Employer: Institute for Government

Location: 2 Carlton Gardens, SW1Y 5AA

Who can apply: Applicants who can demonstrate they have the relevant skills and experience as set out in this pack and the person specification.

Applicants must be able to and be entitled to work in the UK and either: i) be from within the European Economic Area (EEA) and have an entitlement to work in the UK or ii) already hold a relevant work visa.

For an exceptional candidate a Tier 2 working visa may be available.

Key dates: Expected key dates are:
Closing date: Friday 16 November 2018, 16:00
Testing stage: Week commencing 19 November 2018
Interviews: Weeks commencing 19 and 26 November 2018

Shortlisted applicants will be contacted as soon as possible after the closing date. Please indicate your availability and let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

Start dates: The start date will be as soon as notice periods allow for.

Terms: Successful candidates will join on a permanent contract subject to a three-month probationary period.

Salary: The salary will be competitive, depending on skills and experience.

Benefits: The Institute has a pension scheme which you will be auto-enrolled into in your third month of employment. The contribution is a minimum of 5% from the employee and a fixed 10% contribution from the employer.

Death in service life assurance of 4 x salary is given to all staff.

Working hours: You will normally work a five-day week of 37.5 hours (9:00 – 17:30 with a one-hour lunch break) but you will, as the occasion requires, work outside these hours.

Annual leave: For a full-time post your annual leave allowance will be 30 days in addition to eight days of bank and public holiday. Annual leave and public holidays will be pro-rated for non-full-time posts. The Institute's leave year runs from September to August.

Equal opportunities: All job applicants and employees will receive equal treatment.

The Institute for Government collects equal opportunities monitoring information with applications. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.

How to apply

Please email a cover letter and CV to:

recruitment@instituteforgovernment.org.uk

Closing date:

Friday 16 November 2018, 16:00.

NB: we would be grateful if you could please complete and return our equal opportunities monitoring form, which is available on our website. This form is for monitoring purposes only and should be emailed separately to your application. Please send monitoring forms to:

ifgmonitoring@instituteforgovernment.org.uk

Contacts

If any of this information is unclear, please contact us on: recruitment@instituteforgovernment.org.uk and provide us with your contact details.

Further information about the Institute is available at: www.instituteforgovernment.org.uk

Privacy Notice for Applicants

When you apply for a job with the Institute, we collect and process information (personal data) about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK.

We may also collect personal data about you from third parties, e.g. references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

The basis for processing data

The Institute needs to process data prior to and in order to facilitate entering into a contract with you. The Institute has a legitimate interest in processing personal data during the recruitment process and for keeping records in order to manage the process, to assess and confirm a candidate's suitability for employment and to make decision on job offers.

The Institute may process special categories of data, such as information about ethnic origin, to monitor recruitment statistics. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Institute processes such information to carry out its obligations and exercise specific rights in relation to employment.

Access to data

Job applicant personal information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and managers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

The Institute will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you.

Your data will not be transferred outside the European Economic Area (EEA).

Data protection

The Institute takes the security of your data seriously. It has policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Recruitment data is kept in a secure location with access restricted to relevant employees only.

Data retention

The Institute will only retain your personal data for as long as necessary to fulfil any legal, accounting, or reporting requirements.

If your job application for employment is unsuccessful, the Institute will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or if you object, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. Further information on this will be provided to you in our employee privacy notice.

Your rights in relation to your personal information

As a data subject, you have rights under data protection laws in relation to your personal data. You have the right to:

- Request access to your personal data;
- Request correction of the personal data that we hold about you;
- Request erasure of your personal data;
- Object to processing of your personal data where we are relying on a legitimate interest;
- Request suspension of processing of your personal data;
- Request the transfer of your personal data to you or to a third party;
- Withdraw consent at any time where we are relying on consent to process your personal data.

We may need to request specific information from you to help us confirm your identity and ensure your right to exercise any of your rights. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

We try to respond to all legitimate requests within one month. It may take longer if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You will not have to pay a fee to exercise any of these rights. However, we reserve the right to charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

To exercise any of these rights, please contact data@instituteforgovernment.org.uk. If you believe that the Institute has not complied with your data protection rights, you can complain to the Information Commissioner.