Bartlett Doctoral Research Digest – Job Description and Person Specification

The Bartlett is planning to produce an annual, faculty-wide 'Doctoral Research Digest' to help boost awareness and appreciation of Bartlett doctoral achievement and impact. This aims to fulfil faculty priorities from our rolling Bartlett Doctoral Strategy, relating to the ‘world leading’ dimension of our doctoral education aspirations and also part of the drive for better communication and enhanced doctoral student experience, giving a vehicle for doctoral students to disseminate their research.

The 'Digest' is expected to draw significantly from the existing Bartlett doctoral hub suite of blogs (https://www.ucl.ac.uk/bartlett/people/students/bartlett-doctoral-hub) and from other existing content (e.g. highlighted via the Bartlett Twitter account, https://twitter.com/TheBartlettPhD), topped up where appropriate by commissioning new dedicated material.

The 'Digest' is at a developmental stage but is expected to be an online publication (e.g. in issuu format) to achieve a wide dissemination. The document is being developed by an informal Bartlett doctoral dissemination working group, chaired by the Faculty Graduate Tutor.

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Post 1. Bartlett Doctoral Research Digest: Editorial Assistant (Content)

Reporting to: Faculty Graduate Tutor (Stephen Marshall)
(or as directed, other members of Bartlett doctoral dissemination working group)

Employment: £12.62 per hour (inclusive of London weighting): up to two weeks’ work (75 hours) during July 2018 (exact dates by negotiation).

(Please note that postgraduate research Tier 4 students are permitted to work 20 hours per week. This applies continuously throughout your studies, until your degree is officially conferred by UCL.)


Job description

The role is to take the lead in selecting, editing and commissioning articles/features for the Bartlett Doctoral Research Digest. Specifically:

- assist scoping of purpose and audience for annual doctoral 'research digest' (in conjunction with FGT/working group);
- select from existing Bartlett doctoral blog articles, items suitable for the Bartlett Doctoral Research Digest;
- source and select other content of potential interest, e.g. news of doctoral student publication or other achievements/impacts, that would become converted to features in the new publication;
- generate or commission linking material to introduce / illustrate the above;
- assist in commissioning of a new phase of articles/features for the Bartlett doctoral hub and/or Research Digest (e.g. via open call; or contact recent completing graduates who could be expected to have something to say (ongoing);
- check compliance and edit received articles ready for blog publication;
• maintain good and timely liaison with all parties (e.g. Bartlett Communications team, Student Experience officer, etc.).

Person specification

Essential
• Interest in and commitment to publication for disseminating doctoral research
• Excellent communications skills generally
• Excellent 'people skills'; ability to work in a team and motivate others to contribute
• A high standard of written English
• Ability to copy edit articles to expected Bartlett requirements/formats

Highly Desirable
• Currently or recently a doctoral researcher in the Bartlett
• Creativity and vision appropriate for helping shape a new publication
• Experience in blog publication (including own blogging)
• Experience in publications and editorial work more generally

A job share arrangement is possible (i.e. more than one person could be employed in this role, for less than two weeks each).

We welcome applications from the full diversity of the Bartlett research community and particularly welcome those from traditionally under-represented groups.

Post 2. Bartlett Doctoral Research Digest: Editorial Assistant (Document Design)
Reporting to: Faculty Graduate Tutor (Stephen Marshall)
(or as directed, other members of Bartlett doctoral dissemination working group)

Employment: £12.62 per hour (inclusive of London weighting): one week’s work (75 hours) during July 2018 (exact dates by negotiation).

(Please note that postgraduate research Tier 4 students are permitted to work 20 hours per week. This applies continuously throughout your studies, until your degree is officially conferred by UCL.)


Job description
The role is to take the lead in devising the format for the Bartlett Research Digest (in liaison with the FGT and Bartlett doctoral research digest working group); designing its layout and delivering the document (with content supplied) in the decided format. Specifically:
• develop, design layout and deliver format for research digest publication (e.g. issuu, etc);
• edit received material for research digest publication;
• assist with any other aspects of doctoral blog;
• maintain good and timely liaison with all parties (e.g. Bartlett Communications team, Student Experience officer, etc.).
Person specification

Essential
- Ability to design and lay out documents (Adobe InDesign) for online publication
- Ability to work in a team and motivate others to contribute

Highly Desirable
- Interest in and commitment to publication for disseminating doctoral research
- Currently or recently a doctoral researcher in the Bartlett
- Experience in publication using appropriate online formats, e.g. issuu or equivalent
- Experience in publications and editorial work more generally
- A high standard of written English

We welcome applications from the full diversity of the Bartlett research community and particularly welcome those from traditionally under-represented groups.

If you are interested, please apply by email to Stephen Marshall <s.marshall@ucl.ac.uk> with a short (<1 page) covering letter and short CV, highlighting your interest in and aptitude for the position(s) sought.

Closing date for applications is Sunday 1st July 2018 (23:59).

We expect to undertake interviews on Wednesday 4th July and for the work to start as soon as possible thereafter.

The Bartlett, 21.06.2018