

Job description

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| Job title: | Publishing Assistant |
| Division: | Publishing |
| Grade: | A2 |
| Reports to: | Publisher |
| Direct reports and team: | None |
| Size of budget: | |
| Overall purpose of the role: | To provide administrative support for the publishing team and the editorial boards on a specified product portfolio |
| Key objectives: | <ul style="list-style-type: none"> to ensure the editorial boards have the support, tools and information they need to be effective in their role to ensure external peer review staff have the support and information they need to meet agreed targets, ensuring author satisfaction to ensure the publishing team have the administrative support they need to manage their portfolios efficiently |
| Date: | April 2023 |

Responsibilities

| Key responsibilities | | % of time |
|----------------------|---|-----------|
| Strategic | <ul style="list-style-type: none"> Set up online peer review system, templates and procedures for new products to agreed spec | 5% |
| Customer | <ul style="list-style-type: none"> Train new and existing editors on the S1 system and be the key contact for editors on a specified product list to help with day to day issues Input to and update training materials on the submission and peer review process for editors and authors Manage regular 2 way communications with the editorial boards to agreed schedules and templates and ensure they have all the materials they need to help promote the journal Attend conferences and staff booth to assist with marketing the journals portfolio, report against targets | 20% |
| Operational | <ul style="list-style-type: none"> Manage all administration related to the editorial boards and board meetings, attend and take minutes Administer commissioned track and report on commissioned content for the Publishers Identify areas for improvement with processes and systems | 60% |

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|------------------|---|-----|
| | <ul style="list-style-type: none"> • Maintain accurate statistics relating to all publishing KPIs to an agreed schedule and run relevant reports for internal and external meetings as required • Ensure journal websites and online and in-house databases containing product information are accurate and up to date. • Flag content appropriate for marketing/press release to agreed criteria and administer social media feeds where required | |
| People | <ul style="list-style-type: none"> • Monitor and support the performance of peer review staff and report regularly to operations manager • | 10% |
| Financial | <ul style="list-style-type: none"> • Manage editor fees, honoraria, expenses and board meeting costs in line with budgets • Manage author payments | 5% |

Person specification

| Skills and experience | |
|-------------------------------------|---|
| Technical skills: | <ul style="list-style-type: none"> • Good knowledge of Microsoft office • Good web research skills • Good understanding of statistics ability to carry out statistical analysis • Accurate written English |
| Behavioural competencies: | <ul style="list-style-type: none"> • A strong customer focus • Good written and verbal communication skills • Good attention to detail • Good analytical skills • Highly organized with good time management |
| Other relevant requirements: | <ul style="list-style-type: none"> • A sciences degree (preferably in the life sciences) and/or proven experience of engaging with scientific subjects |