

The Biochemical Society - Proposed Job Description for:

Job Title	Managing Editor
Reports to	Publisher
Department	Publishing
Location	90 High Holborn, London

Overview

We are seeking a hands-on, experienced editor to take charge of editorial development, encompassing content strategy and workflows, for a subset of research published by Portland Press. In this role you will build strong relationships with the scientific community in order to develop and grow published outputs. The main focus of the position is author/researcher engagement and fostering productive relationships with external, scientific Editors in order to drive submissions from around the world. Meeting editorial timeline goals while overseeing peer review and quality assurance is also of prime importance. A key part of the role will therefore be copyflow/pipeline management (including via management of an external vendor supporting the peer review process) to ensure that target KPIs (editorial, production and financial) are met. You will work collaboratively with Editorial Boards and Editors to develop and implement content strategies, and will manage the performance of academic and, where relevant, guest editors.

With a 100% commitment to researcher needs, and a willingness to improve publishing journeys and enhance the quality of outputs the role will ensure first-class service for authors and referees.

Applicants would need to be qualified in the biosciences (preferably to a Masters or PhD level, but degree qualification is a minimum requirement). The role involves travel, nationally and internationally.

Key accountabilities

- Strategy and planning
 - ❖ Set, develop and implement the editorial strategy for your assigned title(s) in the Portland Press portfolio, working with the Publisher for these to be in harmony with the Portland Press/Biochemical Society strategy.
 - ❖ Ensure that product strategies are developed in consultation with the relevant scientific (external) Boards and Editors.
 - ❖ Develop and deliver against individual product KPIs including submissions, publications, usage, quality, and researcher service, to ensure the achievement of strategic objectives, in collaboration with editorial colleagues, the production team and other departments.
 - ❖ Contribute to all publishing policy/ethics considerations, ensure outputs adhere to publishing policy.
 - ❖ Manage the editorial budget for meetings and Editor payments; feed relevant requirements into the annual travel and poster-prize/sponsorship budgets.
 - ❖ Working with the Publisher and Insight Analyst, feed into and surface promotional and revenue-generating plans for the products.
- Product management and quality control
 - ❖ Manage editorial workflows and copy-pipelines for submissions; drive and influence appropriate subject area coverage alongside contributions from authors based around the world
 - ❖ Drive, achieve and foster a culture of continuous improvement and a commitment to high-quality researcher service with a focus on the best and most cost-effective use of technology and systems
 - ❖ Champion your content internally and externally, working in a collaborative way across departments to ensure delivery, ongoing development and suitable positioning of products

- ❖ Report on a regular basis to the Publisher on copyflow and forecast peaks and troughs; manage editorial queues and pre-empt article backlogs
- ❖ Working with the Publisher and Publishing Operations Manager, use data insights and effective management of relevant workflows and messaging within editorial systems/sites to optimize workflows and improve researcher publishing-journeys.
- ❖ Develop strategies and concepts for the online promotion of publishing content working in collaboration with the Publisher and Digital Content Editor.
- Business acumen
 - ❖ Identify opportunities for new products and services, including improvements to current offerings and/or publishing partnerships, and, in collaboration with the Publisher, develop and implement plans and proposals for these
 - ❖ Maintain awareness of the STM and competitor landscape and trends in international funding for molecular and cellular bioscience research, as well as interdisciplinary life-science research
 - ❖ Continually monitor and evaluate the needs of the scientific community
 - ❖ In collaboration with the Publisher, build on editorial quality and offerings in order to grow the profile and maximize revenue potential of publishing products and services.
- Community network
 - ❖ Ensure that internal and external stakeholders, including Associate Editors and Editorial and Advisory Board members are engaged, informed and represented appropriately.
 - ❖ Develop authorship and readership through networking, personal contact, commissioning, conference attendance, site visits, etc. developing community loyalty and excellent relationships with external contacts in the relevant scientific communities.
 - ❖ Contribute to organisational strategic initiatives that support key scientific and community priority areas.
- People/vendor management and development
 - ❖ Engage with the Editorial/Advisory Boards so they provide the maximum benefit to the journals and foster strong interactions with their communities. Develop strong connections with 'leadership' Editors and influence the Editorial Boards to develop products in line with their strategies.
 - ❖ Oversee and manage the performance of an external vendor responsible for supporting the peer review process. Continually monitor the performance of the vendor to ensure that they are meeting agreed SLAs
 - ❖ Work collaboratively within the publishing team providing support and cover for other Managing Editors as needed.
 - ❖ Be responsible for recruitment, contract negotiation (working with the Publisher) and performance management of scientific editors.

Key knowledge and skills

- Degree in a (relevant) scientific field – PhD preferred
- Functional knowledge and awareness of external markets and influences
- Business awareness of developments in STM publications
- Extensive knowledge of publishing policy, procedures and practice
- Commitment to excellent researcher service and demonstrable skill in responding to customer need
- Proven ability to lead and motivate a team
- Significant STM publishing experience with managerial experience of teams, managing commissioning activities and portfolio development
- Sound business acumen together with strong influencing and negotiation skills
- Proactive and collaborative approach to problem-solving
- Excellent communication skills, both oral and written
- Embraces change with a positive attitude
- Understand the workings of committees, particularly Editorial Boards, and be able to manage effective meetings

Competencies to be evidenced in this role are:

Initiative and Creativity

Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision; creates novel solutions to problems; evaluates new technology as potential solutions to existing problems.

Judgment

Makes sound decisions; bases decisions on fact rather than emotion; analyses problems skilfully; uses logic to reach solutions.

Cooperation/Teamwork

Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

Reliability

Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.

Support of Diversity

Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, colour, religion, or sexual orientation; recognizes differences as opportunities; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Customer (researcher) Service

Monitors researcher needs; listens and responds effectively to questions; resolves problems to the customer's satisfaction; respects all internal and external customers; uses a team approach when dealing with customers; follows up to evaluate customer satisfaction; measures customer satisfaction effectively; commits to exceeding customer expectations.

Problem Solving

Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyses current procedures for possible improvements; notifies manager of problems in a timely manner.

Management Excellence

Is a supportive manager who ensures that people/external partners have the tools and the feedback that they need; assures that the workforce/vendor as a whole has the capacity, skills, knowledge and diversity to meet current and longer-term organisational objectives. Aligns people, work, and systems with the business strategy to harmonize how they work and what they do. Conscientiously assigns goals, offers year-round feedback, and conducts timely performance discussions and reviews.

Job Knowledge/Technical Knowledge

Demonstrates knowledge of techniques, skills, equipment, procedures and technology. Applies knowledge to identify issues and internal problems; works to develop additional technical knowledge and skills

Communication

Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions.

Attention to Detail

Is alert in a high-risk environment; follows detailed procedures and ensures accuracy in documentation and data; carefully monitors gauges, instruments or processes; concentrates on routine work details; organizes and maintains a system of records.