

The Biochemical Society - Job Description for:

Job Title	Editorial Assistant
Reports to	Managing Editor
Department	Publishing
Location	Remote working until at least March 2021, with discussions currently ongoing on the future of office-based/flexible working

Overview

We are seeking a proactive Editorial Assistant to support the Managing Editor and take charge of key steps of the publishing process for the fully open access journal *Bioscience Reports* within the Portland Press portfolio. You will quality-assure journal submissions and support the peer-review process, working closely with and supporting the Editorial Board and external vendor. With a focus on researcher service, you will communicate with authors, reviewers and editors to answer questions and resolve any difficulties they might have in using the online manuscript system.

You will work in close alignment with the Managing Editor to deliver on specific publishing targets for *Bioscience Reports*, ensuring that editorial workflows are optimised to drive first-class author, reviewer and editor service. You will build strong relationships with the scientific community. Using your initiative, you will maintain and improve the editorial system and manage assignment of manuscript duties to Editorial Board members (and/or external suppliers where needed). Building up knowledge of editorial workflows, you will also suggest improvements to departmental processes and procedures.

The role will also develop to support the Managing Editor in the strategic development of *Bioscience Reports*, including providing research around potential topics of coverage and identification of key researchers.

Key accountabilities

- For agreed manuscripts in *Bioscience Reports*: carry out quality-control checks on submissions and accepted articles (including, as needed, making checks around image manipulation, research data, plagiarism and author affiliations).
- Support and oversee the peer-review process from manuscript submission to final editorial decision in line with target timelines and priorities, in specific liaison with the external vendor who carries out the peer-review process for *Bioscience Reports* (responding to general vendor queries in a timely manner).
- Support the Managing Editor to assess and evolve the peer-review process for *Bioscience Reports*.
- Respond to Editorial Board questions and assist with liaising with the Editorial Board in general.
- Ensure emails sent to the shared editorial-mailbox regarding *Bioscience Reports* are responded to in a timely and helpful manner.
- Keep internal teams apprised of copy-flow
- Communicate with authors, reviewers and editors by email and telephone to answer queries and resolve any difficulties they might have in using the online manuscript handling system
- Where needed, take ownership of the correspondence around (and maintain current and accurate records of) all relevant communications pertaining to manuscripts submitted to *Bioscience Reports*.
- Complete appropriate reporting to help manage copyflow, feeding this into the Managing Editor to support their supervision of copyflow and vendor activity.

- Foster excellent working relationships with Editorial Board members and Authors in order to aid editorial workflows and build loyalty and goodwill.
- Organise Editorial Board meetings/Associate Editor teleconferences and take minutes at these.
- Cover for the Managing Editor when they are on leave with copyflow actions and vendor management.

Key knowledge and skills

- Candidates will ideally be qualified to a degree level in the biosciences and will have experience of working in a content-based role within STM/scholarly publishing.
- Must be efficient and highly competent in the use of common software packages
- Good organisational and time-management skills are required, together with the ability to work under pressure and to meet deadlines
- Track record of following processes meticulously, identifying issues and using own initiative to suggest solutions
- Track record of balancing multiple and potentially conflicting priorities
- Experience of providing high-quality customer service
- Detail oriented; ensures accuracy in documentation and data
- Excellent communication skills (both verbal and written)

Competencies to be evidenced in this role are:

Initiative and Focus

Plans work and carries out tasks without detailed instructions; is goal oriented and focused on delivering to copy-based and time-based target(s); makes constructive suggestions; prepares for problems or opportunities in advance; responds to situations as they arise with minimal supervision.

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.

Attention to Detail

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

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.

Quantity & Quality of Work

Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

Produces an appropriate quantity of work; does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency in a meaningful and practical way; organises and schedules people and tasks.

Customer (Author, Editor, Reviewer) Service

Listens and responds effectively to customer questions; resolves customer 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 supervisor of problems in a timely manner.

Job Knowledge/Technical Knowledge

Demonstrates some knowledge of scientific and/or publishing procedures. Confident IT user who is keen to apply themselves to the smooth running of the online editorial system and editorial processes. 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.