

The Biochemical Society - Proposed Job Description for:

Job Title	Production Editor
Reports to	Publishing Operations Manager
Department	Publishing
Location	Remote

Overview

In this role you will be responsible for online and print production processes of a range of Portland Press products, and for delivering first-class service and publishing journeys to authors. You will have overall responsibility for the acceptance-to-publication workflows for assigned titles, and will own all aspects of production for these titles, enabling issues and articles to be published and indexed to schedule.

Through effective execution of each step of the production process and prudent management of supplier and freelancer outputs (including the provision of actionable feedback wherever needed), this role will ensure the quality and timely delivery of all published outputs, including article files and metadata. You will also make best use of technology and ensure optimal performance of the systems that support the production processes, liaising with publishing technology providers. You will act as deputy for the Publishing Operations Manager where appropriate.

Key accountabilities

- Strategy and planning
 - ❖ Deliver against individual product KPIs in terms of publications, timelines, usage and customer (author) service to ensure the achievement of strategic objectives, in collaboration with team members, editorial colleagues and other departments
 - ❖ Contribute to the preparation and management of production budgets
 - ❖ Deputise for the Publishing Operations Manager as required
- Portfolio management and quality control
 - ❖ Responsibility for digital and print production processes – ownership of all elements of production and related workflows and systems supporting all steps in the process
 - ❖ Manage the production process from the point of manuscript acceptance to publication online and in print, including managing shared production-mailboxes
 - ❖ Establish, monitor and communicate publication schedules/timetables
 - ❖ Communicate with authors and suppliers by email and telephone to answer queries and resolve any difficulties they might have
 - ❖ Take ownership of quality assurance of published outputs and post-publication indexing for all published content for assigned titles: through regular scrutiny and the provision of actionable and timely feedback, ensure that agreed quality standards are maintained and that best practice and efficient workflows and procedures are applied in order provide excellent customer/author service while adhering to set budgets
- Business acumen
 - ❖ Identify technology or process related tactics and strategies to increase efficiency in terms of accuracy, speed of processing, cost and/or turnover of manuscripts.
 - ❖ Contribute to management of relationships with suppliers and freelancers, ensure that products are delivered on time, and cost effectively, to agreed quality standards
 - ❖ Maintain awareness of the STM and competitor landscape and trends in publishing processes and data management
 - ❖ Assure queries and scenarios with possible revenue implications (e.g. around permissions and Open Access) are addressed in a timely manner, liaising with colleagues to provide appropriate responses/action where needed
- Community network
 - ❖ Develop and maintain good relationships with authors, referees, Editorial Board members and build loyalty and goodwill

- ❖ Develop and maintain awareness of key stakeholders in the biosciences community, e.g. Society officers, Editorial Board members and leading researchers
- ❖ Develop and maintain good relationships with freelancers and suppliers ensuring they provide the maximum benefit to the journals/titles
- ❖ Develop and maintain positive and collaborative internal and external relationships

Key knowledge and skills

- Excellent organizational and communication skills
- Ability to prioritize and work to tight deadlines
- Proven experience in all areas of STM journal production, with a strong emphasis on electronic publication processes including knowledge of XML
- A keen eye for detail
- Ability to achieve a balance between quality and speed in delivering published outputs
- Commitment to excellent author and customer service
- Proven knowledge of publishing policy, technical standards in STM publishing, and awareness of publishing procedures and good publishing practice in general
- Shows initiative, with an ability to spot and preempt issues, and a proactive approach to problem solving
- Solid IT skills and a working knowledge of web-based applications
- Ability to adapt working practices to meet the needs of fluctuating workloads/requirements
- Embraces change with a positive attitude
- Proven ability to work as part of a team
- Degree in a (relevant) scientific field would be desirable

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.

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 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.

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.

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.

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.