

## Job description

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

## Responsibilities

Key responsibilities		% of time
<b>Strategic</b>	<ul style="list-style-type: none"> <li>Set up online peer review system, templates and procedures for new products to agreed spec</li> </ul>	5%
<b>Customer</b>	<ul style="list-style-type: none"> <li>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</li> <li>Input to and update training materials on the submission and peer review process for editors and authors</li> <li>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</li> <li>Attend conferences and staff booth to assist with marketing the journals portfolio, report against targets</li> </ul>	20%
<b>Operational</b>	<ul style="list-style-type: none"> <li>Manage all administration related to the editorial boards and board meetings, attend and take minutes</li> <li>Administer commissioned track and report on commissioned content for the Publishers</li> <li>Identify areas for improvement with processes and systems</li> </ul>	60%

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

### Person specification

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