

Job description

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%

	<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