

Publishing Editor

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| Location: | TGH |
| Reports to: | Editorial Production Manager |
| Job Family: | Specialist |

Context of the role

Executive Director, Publishing → Manager, Editorial Production Department → Assistant Manager, Editorial Production Department → Editorial Production Manager → **Publishing Editor**
No budgetary or staff responsibility

Accountabilities

The main purpose of this role is to contribute to the strategic development of the journals through the day-to-day operation of the peer review and publication process for journal articles submitted for publication, according to the journals strategy and agreed levels of quality. To provide exceptional customer service to authors.

- To carry out the assessment of articles submitted for publication to agreed standards. To reject articles without refereeing as appropriate. To assess the suitability of articles selected for peer review by selecting referees, evaluating their comments and making decisions on acceptance or rejection. To actively seek the transfer of articles to be rejected (either after pre-screening or peer review) to another more appropriate RSC journal. To handle appeals as required, in accordance with agreed procedures. To communicate with authors and referees throughout the peer review process with due tact and maintenance of confidentiality.
- To support the manuscript-processing of external salaried Associate/Scientific Editors as required.
- To carry out the production of Royal Society of Chemistry journals, including editing, proofing, issue make up, theme issues, and associated tasks to ensure the rapid publication of articles accepted for publication to agreed standards. To provide feedback to the Supplier Relations Team on the quality and performance of the external suppliers as required.
- To monitor the timeliness of refereeing, author revision, production and other publishing activities associated with the workflow of articles. Take action with a view to achieving the shortest publication times commensurate with maintenance of standards.
- To ensure that agreed quality standards are maintained and that best practice and efficient workflows are applied in order provide excellent customer service.
- To commission journal covers from authors. To coordinate journal covers and to negotiate and agree payment with authors as required.
- To carry out the production tasks for database products to agreed levels of quality and to agreed schedules as required.
- To develop and maintain positive and collaborative internal relationships, particularly with teams within Journals Development and Editorial Production to allow for effective cross- or matrix-team working. To support colleagues with cover as required.
- To develop and maintain good relationships with authors, referees, Editorial Board members and customers.
- To provide training to trainee Publishing Editors as required, particularly for peer review.

- To work on project teams/user groups/Faraday Discussions from time to time. To write pieces for the Royal Society of Chemistry Content Editor as appropriate.

Knowledge and skills required

- A good honours degree in science (chemical science normally preferred) is essential.
- Experience of using computers for electronic mail, internet, file manipulation and word processing is essential.
- Good organisational and time-management skills are required together with the ability to work under pressure, prioritise and to meet deadlines.
- Good attention to detail.
- A proactive approach to problem solving is required.
- Good communication skills in interacting with internal and external contacts are essential.
- Proven ability to work well as a team.
- Postgraduate experience and/or practical experience in STM publishing would be an asset.

Values and competencies

Customer Focused: customer service, market intelligence, commitment

Level: 2

- Develops effective relationships with both internal and external customers.
- Proactively ensures customer needs are satisfied.
- Looks for opportunities to create a positive customer experience.
- Positively engages with internal and external customers to agree commitments.
- Applies quality control measures to customer expectations.
- Takes ownership for resolving issues quickly.
- Positively promotes the Royal Society of Chemistry, both internally and externally.

Enterprising: business like, progressive, continuous improvement

Level: 2

- Applies knowledge of Royal Society of Chemistry strategy to own work; demonstrates good understanding of their function and how it operates in relation to the organisation; uses understanding and awareness of structure of the organisation to "get things done".
- Takes ownership and pride for delivering high quality work.
- Contributes to the design and development of effective and improved processes and methodology.
- Is prepared to challenge the status quo where necessary.
- Accepts fair criticism and responds appropriately.

Inspirational: finding solutions, decision making, inspiring others

Level: 2

- Performs day-to-day requirements with minimal supervision.
- Applies expertise and knowledge to evaluate and solve a range of problems.
- Seeks opportunities to take on additional responsibilities.
- Provides effective solutions to problems to achieve success.

Job Description



Knowledgeable: seeking information, sharing information, using knowledge

Level: 2

- Actively seeks continuous self-development and learning and proactively requests feedback from others.
- Appropriately investigates problems, situations or opportunities to enhance understanding.
- Uses proficiency in own field and detailed knowledge of department's activities to contribute to achievement of team or department objectives.
- Is perceived by others within the Royal Society of Chemistry as an expert in their particular field.

Inclusive: working with others, two way communication, negotiating and influencing

Level: 2

- Supports others to achieve their goals.
- Communicates information and concepts effectively to individuals and groups; genuinely values and respects other peoples' input and expertise and shows a willingness to learn from them.
- Demonstrates tact, diplomacy and negotiation skills.
- Demonstrates a 'can do' positive attitude, is willing to go the extra mile to help themselves and others deliver in their role.