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Development Editor

Location: Cambridge
Reports to: Managing Editor
Job Family: Specialist

CONTEXT OF THE ROLE

- Works closely with a Managing Editor and Deputy Editor in a dynamic, fast moving publishing environment
- Proactively inputs to and implements the development strategy of a portfolio of journals
- Attracts world class authors to publish in the journals through direct invitation
- Identifies scientific and geographical areas for development through analysis of publication trends
- Promotes the portfolio of journals, working with the Marketing Department

KEY ACCOUNTABILITIES

To assist in the development and implementation of journal development plans, together with the Deputy Editor, Managing Editor and Publisher, to maintain or improve the quality and quantity of articles submitted for publication, the readership and online usage, and revenue of the journals and deliver journal Key Performance Indicators (KPIs)

Commissioning (Directly inviting authors to publish)

- To support the team's commissioning, content development and marketing activities
- To identify commissioning leads through desk-based research
- To commission articles in order to maintain, improve and develop the quality of the products
- To collaborate with Marketing on promotional materials

Community interactions

- To develop and maintain good relationships and excellent channels of communication with existing and potential authors, referees, Board members and customers
- To maintain and develop the journals' online presence via social networks, in collaboration with the Managing Editor, Deputy Editor and the Campaign Marketing Manager
- To attend Editorial Board meetings, when appropriate
- To represent RSC Publishing at corporate conferences as a stand manager, where appropriate

Strategic Development of the Journals' Portfolio

- To input to the journals' strategic plans
- To support the portfolio development through data analysis (e.g. bibliometrics, usage)
- To understand and have an appreciation of the portfolio's competitor landscapes

- To collaborate with colleagues in the identification and development of new business opportunities, particularly with the Publisher, Books and the Business Development Manager

Interdepartment collaboration

- To work on cross-departmental project teams from time to time, and to ensure that every effort is made to progress RSC Publishing's strategy for core and new product development and technical development.

KEY KNOWLEDGE AND SKILLS REQUIRED

Essential:

- A good honours degree in science (chemical science normally preferred)
- Good verbal and written communication skills
- Strong analytical skills
- Ability to make sound evidence-based judgements
- Proven ability to work well as part of a team and demonstrate interpersonal skills.
- Ability to take the initiative and solve problems independently
- Good organisational and time-management skills, and the ability to work under pressure and to meet deadlines

Desirable:

- Postgraduate experience and/or practical experience in STM publishing would be an asset

VALUES AND KEY COMPETENCIES

CUSTOMER FOCUSED *Customer service, market intelligence, commitment* Level: 2

- Develops effective relationships with both internal and external customers.
- Positively engages with internal and external customers to agree commitments.
- Takes ownership for resolving issues quickly.

ENTERPRISING *Business like, progressive, continuous improvement* Level: 2

- Applies knowledge of RSC 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".
- Encourages ownership and pride for delivering high quality work from colleagues.
- Takes an enterprising approach to delivery of projects and tasks.
- Contributes to the design and development of effective and improved processes and methodology.

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.

KNOWLEDGEABLE *Seeking information, sharing information, using knowledge*
Level: 2

- Actively seeks continuous self-development and learning and proactively requests feedback from others
- Uses knowledge to influence others through developed communication skills.
- Uses proficiency in own field and detailed knowledge of department's activities to contribute to achievement of team and department objectives.

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.