

Job title:	Publishing Assistant
Reports to:	Managing Editor / Head of Product Development
Purpose of job:	Administrative support across the journal portfolio in managing the peer review process and in the general running of the editorial offices

KEY RESPONSIBILITIES

- Check in new submissions of scientific papers to ensure that manuscripts are complete, and authors have adhered to journal policies before passing manuscripts on to Editors for content evaluation
- In collaboration with the editorial team, monitor progress on manuscripts in the submission system to identify and help resolve potential bottlenecks in peer review
- Assist in managing the journal inboxes, dealing with straightforward manuscript-related messages from authors, reviewers and external editors
- Ensure that accurate records are maintained in the submission system on the processing of all manuscripts
- Carry out post-acceptance checks on manuscripts and liaise with production team when requested, particularly during periods of annual leave for editorial office colleagues
- Assist in regular performance statistics reporting across the journal portfolio
- The post holder will also have some opportunity to learn about other aspects of editorial office management, including journal development and marketing and support promotion of articles via social media accounts and press releases

PERSON SPECIFICATION

Essential

- Good attention to detail
- Ability to organise time and prioritise tasks effectively
- Adaptable, with good interpersonal skills
- Ability to communicate information clearly both face-to face and in writing
- Capacity to work both independently and within a team
- Experience with MS office products and, ideally, content management systems and databases

- Understanding of, and familiarity with, social media and other digital publishing tools
- Education to degree level (or equivalent)
- An interest in a career in STM journals publishing

Desirable

An interest in ecological science and, ideally, a degree in a relevant subject area

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Operational
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Operational
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Operational
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Operational
Resource Planning and Management Planning, using, and managing BES resources effectively	Operational
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Operational
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Operational
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Operational

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.