

JOB DESCRIPTION

Job title	Managing Editor
Department/ Team	Publications
Location	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
Job context	<p>The International Federation of Gynecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynaecology, bringing together professionals from more than 130 countries and territories. For over 65 years, FIGO has collaborated with the world's top health, rights and donor bodies. We are in official relations with the World Health Organization and consultative status with the United Nations.</p> <p>FIGO is dedicated to the improvement of the health and rights of women and girls and to the reduction of disparities in health care, as well as to advancing the science and practice of obstetrics and gynaecology. We pursue our mission through education, research implementation, advocacy and capacity building with our member societies.</p>
Main purpose of job	To assist the Head of Publishing and Editor-in-Chief in coordinating, editing, publishing, promoting and developing <i>The International Journal of Gynecology & Obstetrics</i> (IJGO) and any other publications supplemental to the Journal.
Reporting to	Head of Publishing
Budget responsibility	None
Posts that this role manages	Assistant Editor
Working hours	37.5 hours per week excluding lunch breaks
Job context	IJGO is a monthly journal published by FIGO (International Federation of Gynecology and Obstetrics) in partnership with Wiley. The primary purpose of the journal is to serve an international audience by publishing original scientific research and communications originating in low- and middle-income countries, as well as in higher-income countries, on all matters relating to obstetrics, gynaecology, and related fields in women's health.
Major responsibilities	<i>Peer review/workflow management</i>

- Oversee peer review for submitted manuscripts, ensuring a high-quality, timely review process.
- Collaborate with staff at Wiley and Editorial Manager to facilitate smooth transition of peer review processes to Wiley's Peer Review Performance team.
- Compile the running order for monthly issues of IJGO; sign off issue proofs.

Journal development

- Lead on process improvement to identify strategic priorities and enhance journal experience for audiences including authors, editors, reviewers, and readers.
- Monitor and report on KPIs and other important metrics.
- In collaboration with Wiley's Content Acquisition team, commission and develop high-impact content for IJGO – including special issues and key papers – ensuring a strong pipeline of quality articles.
- Work with the Assistant Editor, FIGO Communications team, and Wiley staff to develop and implement promotion of key articles and issues.

Line management

- Line manage the Assistant Editor.

Editorial Board management

- In consultation with the EIC and Head of Publishing, set agendas and draft reporting for biannual Editorial Board meetings; manage the implementations of actions arising from these meetings.
- Manage the on-boarding of new Editorial Board members.

Additional responsibilities

- Responding to queries from authors, reviewers, and Editorial Board members alongside the Assistant Editor.
- Providing cover for the Head of Publishing and Assistant Editor during periods of absence or heavy workload.
- Occasional copyediting or proofreading of articles and related copy.
- Supporting cross-departmental projects as required.
- Other duties compatible with employment may be given by the Head of Publishing, Editor-in-Chief, or Chief Executive/Chief Operating Officer.

N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

PERSON SPECIFICATION

Job title:	Managing Editor
Department/ Team:	Publications
General and professional education	
<i>Essential</i>	
<ul style="list-style-type: none"> • Degree or equivalent further education qualification – preferably in a scientific discipline – or equivalent work experience. 	
Knowledge and experience	
<i>Essential</i>	
<ul style="list-style-type: none"> • Significant experience of working within a journals publishing environment, ideally medical or scientific; ability to carry out role with minimal supervision • Demonstrable experience of strategic journal development, including commissioning articles and special issues • Knowledge of publishing policies and standards, including ethical guidelines and the open access landscape • Hands-on experience with an online manuscript submission system; experience of evaluating reviewer feedback. 	
<i>Desirable</i>	
<ul style="list-style-type: none"> • Line management experience and/or training • Experience of working within a not-for-profit society • Experience of setting and delivering on schedules for special issues • Experience of editing/proof-checking articles, ideally within an STM journals publishing environment • Responsibility for process improvement and/or change management • Demonstrable interest in Women’s Health, and understanding of key topics in this area. 	
Skills, abilities and attributes	
<i>Essential</i>	
<ul style="list-style-type: none"> • Continuous improvement mindset • Excellent relationship management skills, ideally including management of an Editorial Board • Excellent written and oral communication skills • Strong organisational and administrative skills • Ability to make sound evidence-based judgements • Proactive collaborator with the ability to multitask. 	
<p><i>N.B.</i> <i>FIGO is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their eligibility to work in the UK.</i></p>	