Job Description

Job Title:	**Publications Assistant**
Reports to:	Managing Editor
Contract:	Permanent
Hours of work:	Full time, agile working
Location:	RSPH operates an agile working policy with some attendance at our London office according to business need.
Salary:	**£28,000 per annum**

Key Responsibilities:

Provide administrative support for the organisations' three journals *Public Health*, *Perspectives in Public Health* and *Public Health in Practice*

- Administrate the progress of journal article submissions using online peer review systems, including inviting reviewers, sending reviewer reminders and notifying authors of editorial decisions
- Promptly respond to queries from authors and other stakeholders to ensure we provide a high-quality service.
- Monitor and report on turnaround times, peer review standards and author/editor survey results as required.
- Assess cases of plagiarism and duplication using online detection software.
- Proofread material ready for publication, ensuring excellent attention to detail, grammar, spelling and punctuation.
- Help manage journal social media communications.
- Take minutes for journal meetings, circulate and follow up actions.
- Write short news and RSPH diary content for publication in *Perspectives in Public Health*.
- Support department-wide initiatives and projects, including administration duties within the team.

Training will be provided on a variety of publication systems including manuscript systems Editorial Manager and Manuscript Central.

Person specification

We are looking for a highly organised person with excellent written skills and an interest in public health and publishing.

A large part of the role will focus on administering articles submitted for publication, experience in this field would be an advantage.

Essential knowledge, skills and abilities

- Familiarity with and interest in scientific and public health issues
- High standard of communication including written, verbal, listening skills
- A good writer with ability to research topics and produce good written work
- Capacity to proofread scientific articles
- Well organised and able to work on own initiative
- Ability to liaise with authors and other senior health professionals with tact, diplomacy and confidence
- Excellent standard of IT skills
- Ability to manage a varied workload, prioritising and meeting deadlines
- Ability to work accurately with excellent attention to detail
- Ability to work in team setting and provide support to colleagues

Education and experience

- A high standard of education, e.g. educated to degree or equivalent level
- An interest in public health and wellbeing

Desirable

- Work experience in a similar role
- Familiarity with medical and scientific terminology
- Familiarity with academic publishing processes
- Experience of writing articles
- Familiarity with and an interest in public health issues