



Microbiology Society – Job Description for:

Job Title: Publishing Operations Advisor

Reports to: Publishing Operations Lead

Location: 14-16 Meredith Street, London, EC1R 0AB

1. About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects, and their practical uses. It has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Our commitment to anyone who studies microbes is ***“whoever you are, wherever you are, we will amplify your voice”***.

Read more about our mission and values at microbiologysociety.org

2. About you

As our new strategy begins an exciting period of enhanced ambition, the Publishing Operations Advisor acts as point of escalation point across the portfolio and is responsible as point of contact for key vendor relationships. The postholder also provides an essential point of contact for microbiologists in academia, industry, and clinical environments in their roles as authors, reviewers, and members of our Editorial Boards.

This position is a good fit for an individual with experience of operational workflows who wants to develop operations management skills and work across the portfolio of a scientific publisher.

The postholder will contribute to and support the Publishing Operations Lead and Head of Scientific Programmes in the delivery of all Council's strategic objectives and particularly in relation to the Society's long-term sustainability by increasing efficiency as well as ensuring that our central services reflect the Society's values.

3. Responsibilities

- Oversee workload of Publishing Operations Editors, supervising colleagues in addressing production queues and ensuring high-quality, timely publication.

- Manage manuscripts through the publishing process acting as key escalation point for editors, reviewers and authors at all stages of the peer review process to deliver best possible author experience.
- Create and maintain shared guidance and documentation with external suppliers and Microbiology Society staff to ensure consistent standards across the portfolio.
- Engage with external supplier relationships to ensure our journals are operating to the highest possible standards. This includes tracking of queries and feedback for suppliers as well as developing appropriate escalation steps.
- Provide detailed monthly reports on turnaround times and other key metrics across the portfolio.
- Assist the Publishing Operations Lead with the recruitment of Publishing Operations Editors.
- Oversee training of new starters and act of first point of escalation on day-to-day issues relating to peer review and production process.
- Support the Publishing Operations Lead and the Head of Scientific Programmes in process improvement projects and other operations focused initiatives, including review of vendors.
- Work with colleagues across the Society, feeding into journal development plans and projects, journal promotions, and regular reporting on journal activities.
- Provide support for and attend relevant stakeholder meetings and conferences, including our Annual Conference.
- Provide support to colleagues across the Society on relevant projects.
- Other duties as determined by the Publishing Operations Lead from time to time.

4. Knowledge and skills

Essential

- Experience in journal publishing operations, including peer review and production.
- Excellent communication and interpersonal skills.
- First-rate time management and organization skills and ability to meet deadlines.
- Computer literate and able to quickly develop expertise in new software.
- Experience of providing high-quality customer service.
- Experience in supporting and training new staff members.
- Experience in liaising and negotiating with external suppliers.
- Willing to learn and adapt to change.

Desirable

- Experience of working with Editorial Manager or similar manuscript tracking systems.
- Experience of working with proofing software such as Kriadocs.
- Knowledge of XML, specifically the JATS schema, and HTML.
- A degree or equivalent in a scientific subject.
- An interest in or understanding of microbiology.