

Job title:	Assistant Editor
Reports to:	Managing Editor
Purpose of job:	To coordinate the editorial office of a successful international journal, including the management of a timely and fair peer review process for all submitted articles; providing support to the journal's Editors for the day-to-day running of the journal; acting as the central point of contact for authors, reviewers, editorial board and publisher; and coordinating the marketing, publicity and web-based activities for the journal

KEY RESPONSIBILITIES

Managing peer review process

- Check new submissions on receipt to ensure that they are complete and appropriate before passing them on to Editors
- Work with Editors to select and recruit reviewers, obtain reviews and ensure decisions are communicated to authors within an agreed timeframe
- Monitor progress on manuscripts to identify and resolve potential bottlenecks
- Answer author/reviewer queries where possible, and chase progress on those that have to be referred to an Editor
- Help to resolve any disputes arising during the peer review process
- Ensure that accurate records are maintained on the processing of all manuscripts
- Maintain a library of fair, constructive and clear email templates for routine correspondence
- Keep up to date with any Scholar One developments to ensure that the system continues to serve BES journals effectively

Production

- Ensure that covers, running order and adequate copy is sent to the publishers according to an agreed schedule
- Maintain regular contact with the Production Editor so that publication runs smoothly
- Ensure that publication quality is maintained by checking and approving accepted articles and final issue proofs before publication

Marketing and online publishing

- In collaboration with publisher and Managing Editor, promote journals via online campaigns, printed publicity and any other initiatives as appropriate

- In conjunction with Managing Editor, Associate Editors and Editors, identify articles with potential wider interest and highlight to the BES Media Relations Officer, other media contacts and/or the publisher's marketing staff
- Work closely with Editors and authors to develop online materials to support published papers, including blog posts, podcasts and videos
- Assist the Managing Editor to produce and implement the Annual Marketing Plan in conjunction with the publisher
- Update journal web pages regularly to highlight new journal content
- Use social media tools to promote the journals and maximise traffic to journal articles
- Contribute content on the journal for the BES' quarterly membership magazine
- Assist the Managing Editor to identify links between journal activities and BES marketing strategies and initiatives, e.g. e-bulletin

Supporting the journal team

- Provide regular reports from the database on all aspects of manuscript processing and Associate Editor metrics to Editors and Managing Editor
- Monitor submission/decision rates in order to prevent potential shortfall or oversupply of copy flow
- Attend BES Annual Meeting and any journal-relevant meetings as required
- Ensure there is regular communication with the journal team, including Editors, Associate Editors, reviewers and authors
- Support the team of Associate Editors, familiarising them with BES journal policies and standard journal practices
- Assist Managing Editors and Director of Publishing with any other tasks required to ensure the successful running of the BES publishing operation

PERSON SPECIFICATION

Essential:

- Proven interest in scientific publishing
- Ability to communicate clearly, both in writing and verbally
- Ability to translate complex information into accessible language and to write or edit copy for a variety of audiences
- Ability to work effectively both as part of a team and independently
- Time-management and organisation skills with the ability to meet multiple deadlines and prioritise workload with good attention to detail
- Experience with a range of IT programmes including MS office products and, ideally, content management systems

- Understanding of, and familiarity with, social media and other digital publishing tools
- Understanding (broadly) of the research sector and STM publishing industry
- Education to degree level (or equivalent), ideally in a relevant subject
- Able to communicate with a wide range of stakeholders

Desirable:

- Experience using ScholarOne or similar journals database

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	Managerial
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
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.