

The British Ecological Society Job Description for:

Job Title	Assistant Editor (12-month fixed-term maternity cover)
Reports to	Managing Editor
Location	Charles Darwin House, Roger Street, London

Purpose

To coordinate the editorial office of a successful international ecology journal, including the management of a timely and fair peer review process for all submitted articles; providing support to the Journal 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 AND ACCOUNTABILITIES

Managing peer review process

- Check new submissions on receipt to ensure that they are complete and appropriate before passing them onto 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 article and final issue proofs before final publication

Marketing and online publishing

- In collaboration with Publisher and Managing Editors, 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 BES Press Officer, other media contacts and/or Wiley Blackwell marketing staff
- Work closely with Editors and authors to develop online materials to support published papers, including blog posts, podcasts, videos, and research summaries
- 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. Commission, write or edit blog posts as required.
- Contribute content on the journal for the Society's quarterly member publication
- 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 Head of Publications with any other tasks required to ensure the successful running of the BES publishing operation

You may also be asked to fulfil any other duties which reasonably fall within the requirements of this role.

PERSON SPECIFICATION

Personal skills

- Excellent organisational skills
- Good attention to detail
- Excellent communication and interpersonal skills, with the ability to relate to a wide range of people, both in the UK and internationally
- Experience of working both as part of a team and independently
- Flexibility and adaptability

Specific job skills

- Excellent use and application of written English
- Ability to write or edit copy for a range of audiences
- Good understanding of and interest in scholarly journals publishing
- Some relevant publishing experience
- An interest in ecology

IT skills

- Thorough knowledge of Microsoft Office (in particular Word, Excel and Outlook)
- Confident in the use of email for a variety of communications
- Excellent understanding of and familiarity with social media and other digital publishing tools
- Experience with an electronic database(s)

Competencies

- Teamwork
- Customer Focus
- Commitment to Excellence
- Continuous Improvement & Adaptability
- Resource Planning & Management
- Analysis, Judgement & Decision Making
- Information Gathering & Networking
- Strategic Vision