JOB DESCRIPTION

Job title: **Head of Product Development**

Reports to: Director of Publishing

Purpose of job: To support Editors by managing the editorial office function and ongoing development and strategy of the native open access publications in the BES publications portfolio, ensuring that KPIs set out in their business plans are monitored and met. To support the Director of Publishing in the management of the publications team, including deputizing for the DoP in internal meetings and external events where appropriate. To actively shape the strategic direction of the BES publications portfolio, including actively contributing to horizon scanning and subsequent development of promising opportunities.

KEY RESPONSIBILITIES

Business plans

- Regularly monitor and report on progress against business plan KPIs on newly launched publications
- Identify and flag changes in external environment with potential impacts on meeting agreed KPIs and implement measures to counter negative effects and capitalize on opportunities

Journal procedures

- Manage the Assistant Editors’ work on the peer review process, answering any queries that are beyond their scope and helping to resolve any disputes
- Maintain oversight of journal processing times, ensuring that these remain within the set targets and that the editorial office is run effectively to improve journal rankings and their standing in the community
- Management and approval of all journal marketing initiatives
- Provide appropriate cover for other members of the publications team on periods of absence as required, ensuring that the journals are adequately staffed at all times
- Liaise with the Assistant Editors and Publisher to identify, report and resolve potential production problems

Team management

- Manage the performance of Assistant Editors in own sub-team in accordance with BES policies and procedures
- Ensure ongoing training and development needs of Assistant Editors are met in order to fulfill the continuing requirements of their position and, wherever possible, in line with their aspirations
Train and support Managing Editors, providing guidance where appropriate

Support the Director of Publishing in the management of the overall publications team, including deputizing for the Director of Publishing in internal meetings where appropriate

Manage recruitment process for new Journal Editors, in collaboration with Head of Publications, Chair of Publications Committee and other Journal Editors

Maintain regular contact with the Editors and Associate Editors to update them on journal development and plans

Act as a source of professional advice to Editors on all aspects of journal publishing

Familiarise new recruits to the journal team with procedures, so that the team works towards a common set of objectives

Arrange, contribute to and service journal team meetings as required

Promoting best practice

Work with Director of Publishing and Managing Editors to share good practice and adopt similar practices to continually improve the quality of the service provided to authors, reviewers and Editors

Initiate new procedures to improve journal performance/reputation

Brief other members of the Publications team on journal successes and on information and intelligence gained from training courses and outside meetings

Conduct competitor analysis on other academic journals, adopting new practices as appropriate

Outreach

Liaise with Publisher, Director of Publishing, Editors and Assistant Editors to develop effective strategies for the wider dissemination of journal material

Facilitate the production of an Annual Marketing Plan, in conjunction with the Publisher, whereby Editors and Publisher work to mutually agreed objectives

Attend BES conference and represent the journals at other conferences, both in the UK and overseas, as required

Deputize for the Director of Publishing at external meetings, including relationship building with officers at other Societies and relevant stakeholder and presenting BES publishing policy as required

Organise and run any journal-specific meetings/events as required

Organise and run general workshops for ecologists to facilitate better knowledge and understanding of the journals publishing process
• Identify and exploit opportunities for closer collaboration with other BES departments and activities

**Journal development and publications strategy**

• Support, contribute and manage the strategic development of the journals
• Work with the Editors to produce the Journal Development Plans, implementing initiatives that ensure business plan KPIs are met
• Ensure successful delivery of these Development Plans and regularly review progress
• Canvas and report on the views of other stakeholders (e.g. Associate Editors)
• Ensure that new features introduced by the Publisher are discussed and implemented as appropriate
• Identify and implement ways of attracting new submissions and audiences, to further increase impact of journals
• Contribute to the overall BES publications strategy and that of the Society, driving both of these forward as appropriate
• Actively support the Director of Publishing in horizon scanning for new publishing opportunities and developing promising leads

**Finances**

• Prepare, manage and monitor the individual journal budgets, making best use of resources to achieve required outcomes to deadline and within budget
• Report on budget and progress against budget to Director of Publishing as required
• Sign off on any publications-related expenses in absence of Director of Publishing

**COMPETENCIES**

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<tr>
<th>Competency</th>
<th>Level</th>
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<tr>
<td><strong>Teamwork</strong></td>
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<tr>
<td>Working cooperatively and constructively, building good working relationships, including valuing others</td>
<td>Strategic</td>
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<td><strong>Customer Focus</strong></td>
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<tr>
<td>Identifying, understanding, and giving priority to meeting the needs of customers and potential customers</td>
<td>Strategic</td>
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<tr>
<td><strong>Commitment to Excellence</strong></td>
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<tr>
<td>Sets the highest standards of performance for self and others in meeting the needs of the organisation</td>
<td>Strategic</td>
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<tr>
<td><strong>Continuous Improvement and Adaptability</strong></td>
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<tr>
<td>Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole</td>
<td>Managerial</td>
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<tr>
<td><strong>Resource Planning and Management</strong></td>
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<tr>
<td>Planning, using, and managing BES resources effectively</td>
<td>Managerial</td>
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<tr>
<td>Analysis, Judgement and Decision Making</td>
<td>Strategic</td>
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<td>----------------------------------------</td>
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<tr>
<td>Identifying key issues and making sound decisions</td>
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<tr>
<th>Information Gathering and Networking</th>
<th>Managerial</th>
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<td>Establishing and maintaining good contacts both outside and within the organisation</td>
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<th>Strategic Vision</th>
<th>Managerial</th>
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<td>Seeing the wider picture and to taking a long-term view for the benefit of the Society</td>
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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.