



# The Geological Society

*serving science, profession & society*

<b>Role:</b>	<b>Head of Editorial Development</b>
<b>Salary:</b>	<b>c. £40,000, commensurate with experience</b>
<b>Reports to:</b>	<b>Director of Publishing</b>
<b>Direct reports:</b>	<b>Associate Commissioning Editor</b> <b>Publishing Assistant</b>
<b>Contract:</b>	<b>Permanent, full time</b>
<b>Location:</b>	<b>Bath</b>

## **Purpose of the role**

Strategic development of the Society's book, journal and electronic product portfolio to ensure future growth, health and sustainability.

## **Major accountabilities**

- |          |  |                     |
|----------|--|---------------------|
| <b>1</b> | <b>Editorial development and management</b>  | <b>Time<br/>40%</b> |
|          | <ul style="list-style-type: none"><li>▪ In collaboration with the Publications and Information Committee (PIC), Books Editorial Committee (BEC), editors, partner organisations, journal management and marketing staff, develop, update and implement development plans for the entire portfolio of journals and books.</li><li>▪ Maintain full familiarity with developments in scholarly communication, identifying critical issues and formulating plans to respond to challenges, or take advantage of new opportunities.</li><li>▪ Monitor other publishers' activities and integrate learnings with editorial development plans.</li><li>▪ Manage the Society's editorial policies, including those relating to ethics and codes of conduct, in consultation with PIC and science editors</li><li>▪ Work with the Head of Sales, Marketing and Distribution and Head of Production to identify and develop products and revenue streams from existing material or new types of content.</li><li>▪ Support sales and marketing planning and activities and attend key conferences as required.</li><li>▪ Work with Head of Production to develop procedures and production systems attractive to potential authors, reviewers, editors and librarians.</li><li>▪ Take responsibility for the Society's online submission and peer review systems for books and journals.</li></ul> |                     |

- Manage and advise on wide ranging aspects of the Society's publishing infrastructure, including publication metrics, peer review, copyright, open access, licensing, data policy, ethics, codes of conduct, web pages and editorial policies.
  - Support the implementation of open access activities such as new business models, product launches and workflow developments.
  - Ensure editorial activities support, promote and improve diversity, equality and inclusion.
2. **Book commissioning:** 30%
- Work with the Associate Commissioning Editor in the management of the books programme, ensuring the sourcing, review and acceptance of high-quality timely book proposals.
  - Ensure the maintenance of a books development plan and support the Associate Commissioning Editor and Books Editorial Committee to implement it.
  - Ensure editors of commissioned titles have clear instructions on what is required of them and sufficient support to be successful.
  - Ensure commissioned titles are delivered in a timely manner, in accordance with contracts and agreed specifications, and in an optimum state for handover to production.
  - Maintain strong book author and editor relationships before and after publication.
3. **Journal management** 25%
- Manage ownership, co-ownership and contractual issues for all journals, including *Geology Today*. Ensure high levels of partner satisfaction and seek opportunities to further develop these relationships.
  - Ensure that Editorial Boards are structured and managed to ensure diversity, efficiency, create resilience and increase engagement.
  - Guide the journal management team to ensure development plans are implemented and to commission a strong pipeline of high-quality timely content.
  - Working closely with journal management and marketing staff, support Chief Editors and plan for editorial succession.
4. **Committees** 5%
- In consultation with the Publications Secretary and Director of Publishing, arrange PIC and CERT meeting dates, venues and catering, and prepare agendas and papers and minutes.
  - Support the Associate Commissioning Editor with the BEC, and manage its membership, meetings, and activities to best effect.
  - Attend journal board meetings to discuss high-level editorial and publishing industry issues.
  - Attend Science Committee meetings and ensure that conferences and publications are integrated to reflect the Society's best interests.
5. Contribute to the effective management of the Publishing House and Geological Society, ensuring full compliance with Society operating procedures, practices and values.

## Person specification

The successful candidate should be able to demonstrate the following qualities and experience:

E = essential; D = desirable.

REQUIREMENT	DESIRABILITY	EVIDENCE
<b>Qualifications, education, training</b>		
Science degree	E	APPLICATION
Earth science degree	D	APPLICATION
Postgraduate qualification (PhD or similar)	D	APPLICATION
<b>Experience</b>		
Several years direct STM scholarly publishing experience	E	APPLICATION
Employment experience with several STM publishers	D	APPLICATION
Wide-ranging experience in editorial, commissioning, production	E	APPLICATION
Evidence of engaging editors, committees, staff and other stakeholders to meet strategic objectives	E	APPLICATION
Some exposure to marketing activities	D	APPLICATION
Some experience in partner publishing and development	D	APPLICATION
Direct experience of using online peer review and submission systems	E	APPLICATION
Staff management or supervision	D	INTERVIEW
Experience in a learned or professional society	D	APPLICATION
Experience in launching new journals or products	D	APPLICATION
<b>Knowledge</b>		
Understanding of the workings of the research environment and academic institutions	E	INTERVIEW
	E	INTERVIEW

Understanding of the peer review process and systems employed to manage submission	E	INTERVIEW
Familiarity with publication metrics and analytics	E	INTERVIEW
Understanding of the key issues and developments in the scholarly communications industries	E	INTERVIEW
Awareness of the commercial aspects of not-for-profit publishing		
<b>Skills and competence</b>		
IT skills in the full range of commonly used office software	E	INTERVIEW
High standard of written and spoken English	E	INTERVIEW
Strong communication and interpersonal skills	E	INTERVIEW
Ability to work as part of a team	E	REFERENCES
Able to meet deadlines and manage numerous projects simultaneously	E	REFERENCES
<b>Personal attributes</b>		
Self-motivated, with the confidence to act pro-actively and independently	E	REFERENCES
Excellent interpersonal skills	E	REFERENCES
Adaptable and able to manage a wide range of working situations	E	REFERENCES
Confidence to work with a wide range of academics, those in industry and staff.	E	INTERVIEW
Willingness and confidence to travel	E	INTERVIEW

### How to apply

To apply for this position, please forward a copy of your CV together with a covering letter to Farhana Begum at [recruitment@geolsoc.org.uk](mailto:recruitment@geolsoc.org.uk). Please ensure that your application fully addresses the appointment criteria in the person specification.

The closing date for applications is Tuesday 14 January 2020.

Interviews will take place in Bath and are envisaged in the week commencing 20 January 2020. Please let us know if you will require any adjustments should you be called for an interview.

Finally, please ensure that you have included dates when you will not be available or might have difficulty with the indicative timetable.

The Society is an equal opportunities employer. The post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

If you have any queries on any aspect of the appointment process please contact Farhana Begum, [farhana.begum@geolsoc.org.uk](mailto:farhana.begum@geolsoc.org.uk). If you require further information or would like to discuss the role please contact the current Head of Editorial Development, Maggie Simmons, [maggie.simmons@geolsoc.org.uk](mailto:maggie.simmons@geolsoc.org.uk).