

## EDITORIAL ASSISTANT

### 1 JOB DESCRIPTION

School or Division: Bristol University Press, Faculty of Social Sciences and Law

School or Division Address: Bristol University Press, 1-9 Old Park Hill, Bristol, BS2 8BB

Job Family:	Professional & Administrative Services		
Grade:	E	Salary range:	£20,836 - £23,334 per annum
Hours of work:	35 hours	Contract type:	Open-ended
Work pattern:	Full-time	Vacancy Reference Number: SUPP105572	

#### 1.1 Main Job Purpose

The Editorial Assistant (EA) provides administrative support for the Commissioning Team (CT) and in particular assists the Publisher and two Senior Commissioning Editors (the Editors). The EA is mainly responsible for: overseeing the proposal and contracted typescript peer review processes for The Editors' products including creating costings and liaising with authors and series editors to seek and collate information, running reports, issuing author contracts, undertaking market research and analysing findings for The Editors, supervising the work of any voluntary staff and providing other administrative support to the CT, such as organising meetings and conference attendance, taking minutes and drafting new book project documentation.

This is a key role in maintaining the high-quality standards for our products and excellent author service.

#### 1.2 Main Statement of Responsibilities

##### Analysis, reporting and documentation

- Draft new book project documentation from Editors' brief and the author proposal, including summary of the book proposal, summary of academic (peer) review feedback, competition and market information based on templates

- Create and update records on all book projects going through the Commissioning Office, ensuring key information is transferred to shared systems and is cross checked, so that accurate up to date information is maintained
- Prepare reports and title listings using Bristol University Press' publishing software system (Klopotek) and Excel as requested by others
- Photocopy and circulate all documentation for fortnightly Acquisitions Committees and bi-annual Title Focus Meeting (sales conference)

### Customer Services & Support

- Provide administrative support to the Commissioning Team, managing the peer review process of new proposals and contracted typescripts for the Editors.
- Respond to everyday queries from authors (external contacts) based on established processes, escalating requests beyond his/her knowledge base to appropriate colleague
- Provide information on and respond to queries about the activities of the Commissioning Team, in particular the Editors' projects, to colleagues within the department as required

### Planning & Organising

- Organise own day-to-day work and priorities, to meet clear objectives as outlined by the Publisher and to provide support day-to-day for the Senior Commissioning Editors
- Assist with the organising of internal and external meetings, including booking venues, arranging invitations, catering, copying and circulating documentation (fortnightly Acquisitions Meeting and bi-annual Title Focus Meeting), minute taking (fortnightly Product Meeting and bi-annual Title Focus Meeting), with guidance from senior colleagues
- Arrange meetings and travel for Commissioning Team
- Processes finance forms for expenses, peer review payments, permissions income etc

### Liaison

- Communicate with authors (international external contacts) and advisors to progress book projects through peer review, in development and into production as requested by the Editors
- Communicate with the Editors, journal editors, authors and reviewers, keeping colleagues and authors regularly informed of peer review progress
- Monitor and progress check delivery of draft and final typescripts with authors and negotiate any changes with authors as requested by the Editors
- Liaise with the Production Manager and Production Editors over forthcoming production schedules, informing authors and staff of revised dates after the Editors have agreed the new dates

### Decision Making

- Prioritise and manage own workload whilst responding to support requests from the Editors and external enquiries
- Respond to routine queries (internal and external) about administration processes and post contract typescript peer reviews

### Problem Solving

- Resolve common problems and queries within own area of work, using editorial guidelines and agreed processes
- Refer complex queries or problems to the Editors or other senior colleagues

### Continuous Improvement

- Relay author and peer reviewer feedback to contribute to the regular reappraisal and ongoing improvement of editorial administration processes
- Develop administrative competence and build knowledge about publishing process through internal and external training and development

### People Management

- Work as part of a small team, collaborating and providing mutual support to colleagues to deliver work objectives

## **1.3 Relationships**

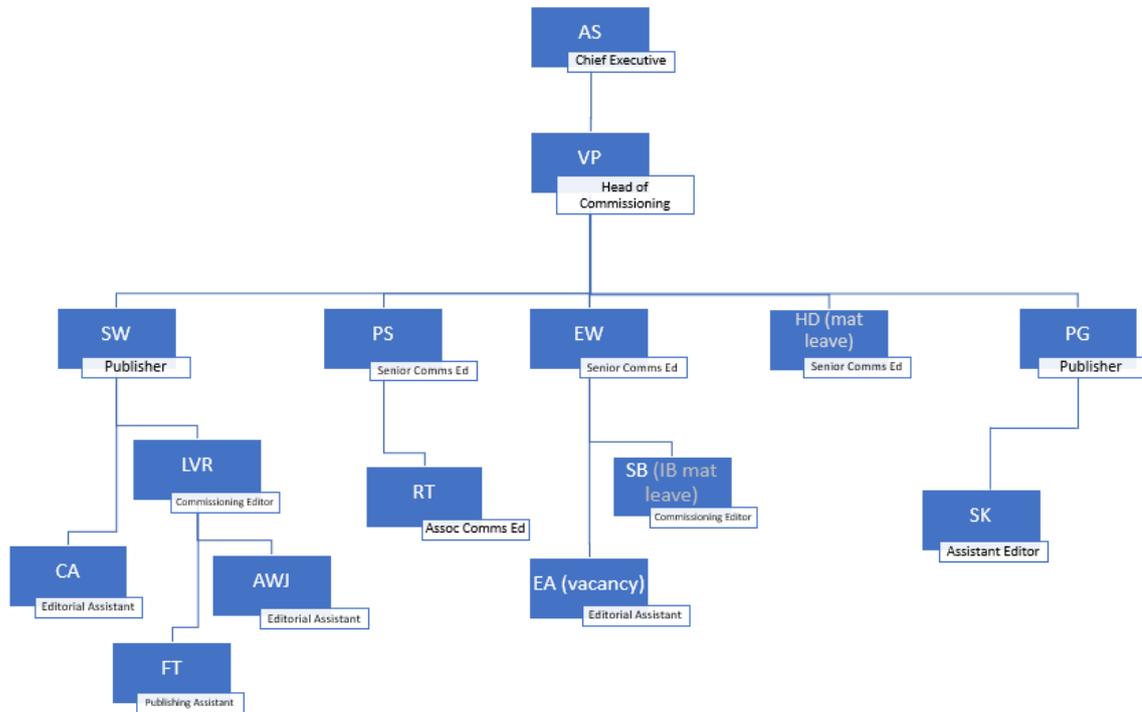
Line manager: Emily Watt, Senior Commissioning Editor for Human Geography, Environment and Sustainability and Planning and Housing

Line manager to (where appropriate): N/A

## 1.4 Organisation Chart

### The Commissioning Team:

Commissioning Team Organisational Chart



## 1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

- Not applicable

## 2 PERSON SPECIFICATION

### 2.1 Relevant Experience, Skills and Knowledge

#### *Essential*

- Proven administrative experience in a relevant role, preferably within a publishing Commissioning Team
- Basic knowledge of the publishing process, and in particular the editorial process
- Experience of assessing and responding to routine work situations
- Excellent time management and organisational skills with the proven ability to plan and prioritise own work, with the support of a senior colleague where applicable
- Good attention to detail working with accuracy at all times
- Good levels of numeracy
- High level of proficiency in Microsoft Office, especially Word, Excel and PowerPoint, the internet and email and the ability to use and learn quickly a bespoke publishing software database system

#### *Desirable*

- Experience of working within a team and supervising the work of others
- Knowledge of the publishing process and industry, or an ability to acquire it quickly

### 2.2 Relevant Qualifications

#### *Essential*

- Education to GCSE level, or equivalent, in five subjects, to include English, Science & Maths (Grades A - C) or proven vocational training (including IT skills) or NVQ level 2 or equivalent

#### *Desirable*

- An undergraduate degree, preferably in the social sciences or related discipline
- A postgraduate qualification in publishing

### 2.3 Communication and Interpersonal Skills

#### *Essential*

- Good communication and negotiation skills
- Ability to communicate with people at all levels
- Appropriate use of tact, diplomacy and clarity in communication

## **2.4 Additional Criteria**

### ***Essential***

- Willingness to travel
- Highly motivated, enthusiastic and conscientious
- A positive approach to problem solving