

Job Title: Publishing Assistant

Reporting to: Head of Publishing

Responsible for: Providing administrative and editorial support to ensure the Society's journals operate as effectively as possible.

Grade: G

Contract: Fixed term for 18 months, full time

Location: BPS offices, London. This role involves some overnight and weekend stays away from home. Time off in lieu will be granted for weekend working.

Overall objective of the job

Working in the Society's publishing team to provide general and administrative support for the British Pharmacological Society's portfolio of journals. This role is suited to a someone who is highly organised and has excellent prioritisation, administration, project management and communication skills.

Main tasks and responsibilities

Supporting the Society's Publishing Portfolio

Working with key stakeholders

- Providing administrative and editorial support to the Head of Publishing and Publishing Editor to ensure tasks related to and in support of the publishing process are carried out promptly and accurately.
- Assisting with the day-to-day management of the Society's journals, working closely with the Society's publisher (e.g., ensuring Editorial Board records are correct, supporting peer review initiatives)
- Supporting the Head of Publishing, Publishing Editor, and other relevant stakeholders in the delivery of the Society's publishing strategy.
- Developing, supporting and maintaining excellent working relationships with academic Editors-in-Chief, Editorial Boards, Trustees and members with the aim of providing first class service to all, and building our journals' reputation and quality.
- Providing ad hoc support to the Editors-in-Chief, to help them to work efficiently and effectively.

Operational support

- Assisting in the implementation and tracking of progress of journal development plans and contributing to the smooth rollout of new projects and procedures.
- Capturing and updating standard operating procedures and processes related to the running of the Society's journals, to ensure business continuity and to clearly define roles and responsibilities.

- Organising publishing meetings (including our annual Editorial Board meetings) both in-person and virtually.
- Keeping abreast of trends and developments relevant for pharmacology (in research, clinical and industry settings, as well as in publishing), to ensure the journals reflect the needs and interests of their communities.

Supporting the wider activities of the Scientific Programmes, Policy & Partnerships directorate

- Working proactively with the Society's Marketing and Communications Team to ensure the journals are promoted through all relevant channels, and to develop effective methods to champion the journals' content.
- Monitoring the journals' output and pipelines to seek links with the Society's broader activities (e.g., within events and policy programmes) and liaising with staff and academic editors to ensure these links are made where appropriate.
- Assisting in the scheduling and compiling of data into professional reports and presentations for publishing stakeholders.
- Collaborating with the wider directorate, and the broader staff team, on ad hoc projects, events and initiatives, to ensure effective alignment between the Society's publishing and other activities.

Person specification

Requirements

Education and Training

Candidates will have:

- An undergraduate degree or postgraduate qualification in pharmacology or life sciences subject (desirable)
- A knowledge of academic publishing and scientific communication (essential)

Experience

Candidates will have:

- At least 1 years' experience working in academic publishing, preferably in a STM environment (desirable)
- Administrative experience, including organising meetings (essential)
- An understanding of and enthusiasm for biosciences with an understanding of the importance of pharmacology (essential)
- Experience of working in a charity or learned society (desirable)

Interpersonal and communication skills

Candidates will be:

- Able to develop and maintain excellent working relationships with academic Editors-in-Chief, Editorial Boards, Trustees, and publishing professionals
- Willing to help Editors-in-Chief to work as efficiently as possible
- Skilled at writing and presenting, including when producing both technical and user-friendly reports.
- Team players who can work in an open, friendly and professional manner with other members of the Society's staff and other key contacts.
- Problem-solvers who can work independently to anticipate and prepare for challenges/opportunities, calmly respond to situations as they arise, and create novel solutions.
- Flexible and willing to perform tasks outside the normal range of duties.
- Able to coordinate projects, ensuring deadlines are met