Job Title: Publishing Editor
Grade: F
Reporting to: Head of Journals Publishing
Responsible for: Providing administrative and editorial support to ensure the Society’s journals operate as effectively as possible.

Location: The Society's office is based in Angel Gate, London. The Society offers hybrid working, so individual working arrangements will be discussed at the time of offer. 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 with the Head of Journals Publishing to provide general and administrative support for the British Pharmacological Society’s portfolio of journals. This role is suited to 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 Journals Publishing 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
- Supporting the Head of Journals Publishing, the President-Elect, Director, Research Dissemination, 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 to provide 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.
- Maintaining oversight over the Society’s journals’ publication schedules and plans, in close liaison with the editorial offices and academic editors, to ensure coordinated support from the Society.
- Maintaining each journal editorial board member tracker with term changes, new recruits, potential candidates, and demitting individuals.
• 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 and minute taking at key 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 Research Dissemination directorate**

• Working proactively with the Society’s Marketing and Communications Team (including proofreading content and preparing social media posts) 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 Research Dissemination 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.

• Providing ad hoc support to the Society’s digital magazine *Pharmacology Matters*.

**Person specification**

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<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education and Training</strong>&lt;br&gt;Candidates will have:</td>
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<tr>
<td>• An undergraduate degree or postgraduate qualification in pharmacology or life sciences subject or equivalent experience</td>
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<td>• Knowledge of academic publishing and scientific communication</td>
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<td><strong>Experience</strong>&lt;br&gt;Candidates will have:</td>
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<td>• At least 1 years’ experience working in academic publishing, preferably in a STEM environment</td>
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<td>• An understanding of the workings of committees, particularly Editorial Boards</td>
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<td>• The ability to understand the needs of stakeholders</td>
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<td>• Administrative experience, including organising meetings</td>
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<td>• An understanding of and enthusiasm for biosciences with an understanding of the importance of pharmacology</td>
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<td>• Experience of working in a charity or learned society</td>
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<td><strong>Interpersonal and communication skills</strong>&lt;br&gt;Candidates will be:</td>
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- 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, and 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.
- Tact, diplomacy, and networking skills
- Flexible and willing to perform tasks outside the normal range of duties.
- Able to coordinate projects, ensuring deadlines are met

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