

## Editorial and Production Manager | Healthcare Infection Society

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| <b>Location</b>  | London (King's Cross, relocating to Bloomsbury in December 2019)  |
| <b>Job purpose</b>   |   |
| <p>The Editorial and Production Manager (EPM) is responsible for the strategic development of the <i>Journal of Hospital Infection</i> (JHI) and the open access journal <i>Infection Prevention in Practice</i> (IPIP). The EPM operates with high levels of initiative and drive; bringing a sophisticated understanding of the wider publishing and knowledge environment that HIS is working in. The EPM develops and delivers new initiatives that will facilitate the growth of HIS membership, the impact and journal sales of the JHI, and open access submissions to IPIP. Working with the Editors-in-Chief and editorial teams, the EPM works towards the JHI and IPIP being viewed as the go-to journals for the submission of every quality healthcare-associated infection prevention and control article.</p> |   |
| <b>Deliverables</b>  | <b>Activities include</b>   |
| <b>Article and JHI and IPIP management and production</b>  | <ul style="list-style-type: none"> <li>• Managing article submissions and peer review via Editorial Manager, ensuring submissions comply with current policies and style</li> <li>• Managing and maintaining the accuracy of the Editorial Manager database</li> <li>• Keeping abreast of updates in Editorial Manager and implement new developments, configuring Editor functionality requests</li> <li>• Train new users and assist other users with Editorial Manager</li> <li>• Managing copy editing and commissioning budgets</li> <li>• Responding to author and reviewer queries</li> <li>• Be the primary liaison between users, publishers, the editorial team and the Editor-in-Chief</li> <li>• With the Editor-in-Chief, managing and prioritising editorial workflow, ensuring strong forward planning and producing content to strict deadlines</li> <li>• Liaising with the publisher to ensure publication of JHI and IPIP within agreed timescales</li> <li>• Assisting in the production of JHI journal covers</li> <li>• Copy-check issue proofs</li> <li>• Ensuring opportunities to promote HIS membership and activities in the JHI print copy are identified and acted upon</li> </ul> |
| <b>Develop and deliver a JHI and IPIP strategy</b>   | <ul style="list-style-type: none"> <li>• Working with the Editorial Boards to develop a journal strategy that focuses on increasing the JHI impact factor, quality of submissions sales and open access revenues</li> <li>• Establishing IPIP as a journal within the open access market</li> <li>• Working with editors commissioning strategies</li> <li>• Developing and reviewing the strategy in response to the changing publishing environment</li> <li>• Maintaining an expert working knowledge of the JHI and IPIP content in order to identify opportunities for engagement, promotion and collaboration as they arise</li> </ul>  |
| <b>Support and engage JHI and IPIP committees</b>  | <ul style="list-style-type: none"> <li>• Arranging meetings and providing secretariat support (including the preparation of agendas, reports and minute-taking) for all JHI and IPIP Editorial Boards</li> <li>• Developing strong engagement strategies and working relationships with the Editor-in-Chief, Editors and International Editorial Boards</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Preparing reports and annexes for HIS Council</li> </ul>  |
| <b>Grow UK and international reach and submissions to the JHI and IPIP</b>   | <ul style="list-style-type: none"> <li>• Strategic planning to develop innovative ways to market, encourage and grow article submissions, special editions and commissioned articles to JHI and IPIP</li> <li>• Keeping abreast of and advising in relation to changes in technology, policy and format across the publishing landscape</li> <li>• Attending national and international events, showcasing the journals and acting as an ambassador for HIS</li> </ul> |
| <b>Management of editorial budgets</b>   | <ul style="list-style-type: none"> <li>• Contributing to creation and review of editorial budgets in collaboration with Chief Financial Officer, providing journal data to financial officer to assist in business planning, monitoring article processing charge waiver budgets for IPIP</li> <li>• Working with the Chief Financial Officer in reviewing and updating editor contracts, publisher contracts and terms of reference</li> </ul>                        |
| <b>Ensure support staff and suppliers are working efficiently and achieving all set deliverables</b>   | <ul style="list-style-type: none"> <li>• Ensuring the JHI and IPIP publication and fulfilment activities are run according to publisher SLAs</li> <li>• Reviewing the functionality of the Editorial Manager database</li> </ul>   |
| <b>Manage the HIS Blogs and journal communications content on the HIS website and social media platforms</b>                                       | <ul style="list-style-type: none"> <li>• Commissioning, writing and editing the HIS blog</li> <li>• Crafting impactful JHI and IPIP communications across all channels and contribute journal-related updates to membership communications</li> <li>• Ensuring social media platforms, the journal websites and members area are updated regularly</li> </ul>  |
| <b>Continual personal professional development of competency, knowledge and skills</b>   | <ul style="list-style-type: none"> <li>• Participate in training to develop skills, knowledge and service standards</li> <li>• Seek and act upon feedback from colleagues</li> </ul>   |
| <b>Support compliance, safety and security commitments through adherence to and championing of policy, procedures and development requirements</b> | <ul style="list-style-type: none"> <li>• Ensure adherence with IT and data handling policies across the editorial teams</li> <li>• Keep up to date with procedural, technical and IT developments relating to the role</li> </ul>  |
| <b>Reporting to:</b>   | Chief Executive - working closely with the journal Editors-in-Chief and editorial teams  |
| <b>Person Specification</b>  |  |
| <b>Education and professional attainments</b>  | <p><b>Essential</b></p> <p>Graduate or post-graduate qualification in a biological science (or equivalent)</p> <p>Experience of working in a (and strong understanding of) publishing role in a learned society</p> <p>Understanding of the learned society publishing sector</p> <p>Business acumen and marketing abilities</p> <p>Journal/magazine production and website</p>  |
|  | <p><b>Desirable</b></p> <p>Significant experience of developing special issues and commissioning</p>   |

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|                               | <p>Experience of developing editorial boards programmes</p> <p>Experience of writing, commissioning and editing blogs</p>  |
| <b>Any other requirements</b> | <p>Demonstrated experience of working with professional committees and working parties (desirable)</p> <p>Knowledge of compliance, specifically as it relates to financial management and data protection (desirable)</p> <p>Demonstrated exceptional editing skills and an eye for detail and accuracy, including thorough fact checking (essential)</p> <p>Demonstrated ability to manage and prioritise editorial workflow, including forward planning and producing content to strict deadlines (essential)</p>  |
| <b>Technical Competencies</b> | <p>An in-depth knowledge of editorial management systems (essential)</p> <p>Demonstrated ability to act as an ambassador and to represent HIS at committees and conferences nationally and internationally (desirable)</p> <p>Strategic development and analysis skills (desirable)</p> <p>Budget management experience (desirable)</p>  |
| <b>Competencies</b>           | <p>Excellent interpersonal skills (essential)</p> <p>Strong organisational skills (essential)</p> <p>Strong influencing and negotiating skills (essential)</p> <p>Knowledgeable – a good knowledge and keen interest in biology, healthcare or ideally microbiology and infection prevention and control (essential)</p> <p>Demonstrated ability to be innovative and come up with new ideas to grow journals (essential)</p> <p>Demonstrated ability to collaborate with internal and external stakeholders (essential)</p> <p>Skilled communicator – the ability to communicate effectively and to forge strong relationships with all levels of staff and stakeholders, both internal and external in writing and conversation (desirable)</p> <p>Demonstrated change and improvement mindset (essential)</p> <p>Able to adapt to constantly developing circumstances and challenges (essential)</p> <p>Demonstrated ability to plan and prioritise a complex work load (essential)</p> |

***NB the role will require a reasonable amount of travel both in the UK and overseas as necessary***

HIS 08.08.2019