



JOB DESCRIPTION

Job Title	Editorial Operations Manager, Journals
Job Holder	Click here to enter text.
Reports to	Director of Publishing, Academic Journals
Date	

1. Job Purpose

This senior role within Journals Editorial will play an important part in the urgent and fundamental reset of the global journals business, and will report into the Director of Publishing, Academic Journals. It will immediately support the delivery of the new policies and the operational efficiencies that are a key part of the new HSS and STM editorial strategies. The strategies will continue to iterate as we respond to ongoing scholarly communications and market change. The role will therefore proactively drive a culture of continuous improvement and process excellence by defining and implementing 'Best Practice' across key journals publishing processes.

It will also have specific responsibility for articulating editorial standards in coordinating the development and implementation of a wide range of projects across of the journal's business. It will be an important part of a network of operations roles across the journals business, especially the Operations Manager, Journals, with whom close coordination will be essential.

2. Dimensions

Financial:	No direct financial responsibility, but will be key to driving financial profitability of the new editorial strategy.
Staff:	Not currently. This role will nevertheless need to influence colleagues, some of them senior, from other departments as they collaboratively seek to define best practice. They will also need to influence and matrix manage colleagues when implementing complex projects.
Other:	Covers entire Journals list (currently c. 400 titles).

3. Principal Accountabilities

To be a key member of the editorial team and also to represent the team – both internally and externally – in interactions between departments to ensure that efficient communication, systems and processes are in place to deliver a high-quality publishing service.

In particular, this role will identify areas for ongoing policy, process and system improvement, and following appropriate consultation, implement plans to deliver the improvements. Monitor the impact of the changes and keep under review further opportunities for driving best practice.

- In support of the above, ensure the **alignment** of the various teams and individuals that determine policies, workflows and design processes across the journals business to avoid duplication and arrive at solutions that reflect best practice and deliver optimal outcomes.
- Areas of focus will include (but not be limited to):
- **Editorial.** Setting best practice for editorial documentation and reporting, to include optimizing processes for populating and producing Publishing Reports, developing a standardized, centrally-updatable system for IFCs, and organizing documentation and information on Sharepoint.

Legal. Supporting the roll out of new digital terms of publication agreements and general changes to contract templates across the board and ensuring their regular review and updating

Production. Supporting the roll out the templating project, improving turnaround times, delivering page targets, optimizing processes for continuous publication and better metadata collection.

Open Access and Open Research. Implementing Open Access and Open Data policy and process changes and improving RightsLink processes

- Provide and coordinate **training**, where necessary to enable colleagues to reach competency so that business goals are efficiently met.
- Provide general, high-level **advice and expertise** to colleagues across editorial to facilitate the integration and standardization of new workflows and processes globally.
- Provide high-level, day-to-day **support and trouble-shooting** for project teams regarding workflows, processes and approaches so that colleagues understand what to do, how to do it, the opportunities and the options.
- Support the gathering of **lessons learned** to enable continuous improvement to maximize budgets, schedules and resources efficiencies.
- Act as a focal point for communication/interaction with key external partners such as editorial offices and proprietors in respects of relevant systems and process changes, including for example: the rolling out of ORCID, ethics guidelines, and new online system for Terms of Publication when ready.

- Coordinate regularly with the Journals Operations Manager, on, for example, Open Access launches, the renewals process, maximizing revenue retention, transitioning in new titles and monitoring the financial performance thereof, workflow delivery and implementations.
- Participate in key Journals meetings eg. JPAM, Journals Operations, Editorial Housekeeping, Journals on SAP project, and appropriate operations meetings with production, marketing and sales and the Scholarly Communications and Research Department (SCRD).

Additional Duties

To carry out any other duties which may be reasonably expected of you by your immediate manager or a senior director.

Press Policies and Procedures

To abide by all Press policies and procedures, as detailed in your contract of employment and the Staff Handbook, e.g. Health and Safety, e-mail and Internet use and standards of behaviour.

4. Context

<p>(a) Operating Environment:</p>	<p>Member of a collaborative editorial team in Cambridge and New York responsible for delivering strategy in a joined-up way and leading on operational innovation in support of that strategy. In this role it will be necessary to interface with a number of roles, many of them senior, outside of journals editorial, to represent and champion editorial perspectives that will inform positively how we project ourselves as a university press and how we transition to a more open journals programme. The role will also support high-level communications about policy and operational change to our external editorial teams, our publishing partners and the wider industry.</p>
<p>(b) Framework & Boundaries:</p>	<p>This role is subject to the company’s ethical framework and compliance procedures.</p>

(c) Organisation:	The Editorial Operations Manager will provide a touchpoint in editorial with key parts of the journals business – in particular, Journals Operations, customer services, legal, marketing, production, sales, SCRD and communications – ensuring effective coordination between the teams to drive the delivery of a high-quality editorial service to our journals and proprietors.
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5. Relationships

(a) Subordinates:	TBC
(b) Superior(s):	Director of Publishing, Journals, Academic
(c) Other Contacts: Within the company Outside the company	Communicate with other teams as required. Communicate with journal editors, society personnel and other customers as required.

6. Knowledge and Experience

The successful candidate will be educated to degree level or above, will have a good background in journals publishing, preferably (but not necessarily) editorial, and will be able to demonstrate experience, knowledge and an understanding of the systems, processes and interactions involved in journals publishing. The successful candidate will be highly numerate, detail focused, collaborative and comfortable working alone but interacting with a large team. Good IT skills, especially proficiency in MS Word and MS Excel, and good written and verbal communication skills are also essential.

7. Job Challenge(s):

The job demands good relationship, organisational and time-management skills, attention to detail and the ability to prioritise. It also requires the ability to work with a number of different editors across STM and HSS, to liaise successfully with colleagues in other departments and to communicate complex topics clearly and concisely to external customers (including authors, journal editors and society personnel).

8. Additional Information:

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9. Sign Off

Job Holder Click here to enter text.

Date

Manager Click here to enter text.

Date