

<p>Job Title: Deputy Managing Editor</p> <p>Grade: 7</p> <p>Job reference: MBP01409</p> <p>Department: Genetics</p> <p>Post Responsible To: Managing Editor (Dr David Frost), Chief Editor (Prof. Pat Heslop-Harrison)</p>	
<p>Job Purpose:</p> <p>The Deputy Managing Editor will provide essential input, managing special issues and article types, and support towards both the scientific content and publication of the academic journal <i>Annals of Botany</i> and its marketing within the scientific research community that it serves. Working closely with the Managing Editor, for whom they will deputise when appropriate, the postholder will help to develop all aspects of the journal's editorial processes and promotional activities</p>	
<p>Principal Accountabilities:</p> <p>To support and deputise for the journal's Managing Editor in all aspects of the functioning of a busy academic journal editorial office. This will include: making initial assessments on the scientific content of submitted papers based on broad knowledge of plant sciences; overseeing the peer review process (assigning Editors, and liaising with authors, reviewers); liaising with the journal's publisher, Oxford University Press (OUP), with regard to publication of the journal; and promoting the journal and its content to the research community. The postholder will be expected to attain a level of competence such that they could potentially take over the role of Managing Editor should the need arise.</p> <p>To project manage 2–4 commissioned issues of the journal annually, from initial approval processes, through to post-publication marketing and distribution of the content. Duties to include: determining value of suggestion with author and citation data, planning timing, organizing pre-publicity and submissions, liaising with conference organisers with regard to promotion, and possible attendance at the meeting itself; tracking submissions of papers resulting from the meeting and keeping production of the journal issue on schedule; liaising with OUP with regard to publication of the issue; post-publication promotion of the issue; and monitoring and analysis of citation data related to the issue.</p> <p>To collect and analyse performance data related to the functioning of the editorial processes, journal content and the use of the journal by the academic community (e.g. citations and comparison with other journals), and to recommend actions and improvements based on the results obtained.</p> <p>To undertake general promotional and marketing activity in relation to the journal, including both print and digital media outlets, and to develop such activities.</p> <p>To provide editing input in order to improve aspects of papers accepted for publication in the journal, and to write/edit text for promotional purposes.</p>	<p>% Time</p> <p>30</p> <p>30</p> <p>20</p> <p>15</p> <p>5</p>

Resources Managed:

Budget of c. £40,000 for each special issue that the post-holder will manage and the person needs to ensure this expenditure provides scientific value and timeliness, to readers, editors and authors (x c. 3 per year)

Budget of c. £18,000 for commissioning and publishing review-articles

Budget of c. £4,000 for conferences and publicity

Internal and External Relationships:

Internal relationships are mostly confined to the other staff directly working on the journal, as indicated in the organisational chart. Limited contact with departmental administration and IT staff, and with University Print Unit.

External relationships are extensive and intensive. (1) Daily contact with journal's Editorial Board comprised of senior scientific academics/researchers located around the world (mostly via e-mail), to assist and advise on all aspects of the peer-review process. (2) Daily contact with external peer reviewers, who are academics/researchers located around the world, to assist with either technical or subject-specific queries relating to their role as peer reviewers. (3) Daily contact with OUP production department to deal with issues and queries relating to the timely production of the journal. (4) Weekly contact with the editor and the freelancer who run the journal's online social media activities in relation to promotional activities for the journal. (5) Daily/Weekly/monthly contact with Editorial Board members and/or guest editors in relation to peer review, production and promotion of commissioned issues of the journal (mostly e-mail, some personal at meetings and conferences). (6) Weekly/monthly contact with OUP marketing department in relation to promotional activities. (7) Referral of issues relevant to publication ethics to Editors, OUP and others as appropriate. (8) Contact with journal authors, reviewers and others at conferences and meetings (2–4 times per year).

Planning and Organising:

The post of Deputy Managing Editor will involve a mixture of reactive and proactive tasks. On a daily basis, issues and queries relating to the peer-review and production processes arise on an *ad hoc* basis and need to be prioritised and dealt with. These will usually be things that the Editorial Assistant is not qualified to deal with, i.e. of a high-level technical nature or relating to scientific content. Further *ad hoc* tasks will be passed on by the Managing Editor as part of his time management. In addition, the postholder will project manage commissioned issues of the journal, which will be on a time scale of approximately 30 months, and will undertake other discrete, self-contained projects over different time scales, from deadline-dependent tasks such as production of promotional material for specific conferences, to ongoing analysis of journal performance data.

Qualifications, Knowledge and Experience:
Assessment Criteria
Essential

- PhD in plant science
- Knowledge of publications and peer-review procedures in academic journals
- Experience of publishing papers as an author in academic journals

Application
Application, Interview
Application, Interview

Desirable

- Experience of attending academic conferences

Application, Interview

<ul style="list-style-type: none"> Evidence of working with senior academics Understanding of data analysis and citations 	<p>Application, Interview</p> <p>Application, Interview</p>
Skills, Abilities and Competencies:	Assessment Criteria
<p>Essential</p> <ul style="list-style-type: none"> Effective oral and written skills in order to communicate effectively with staff and students. Efficient in administration and meeting deadlines Good written communication skills Ability to interact appropriately with international researchers Good computing skills Ability to cope with variable workflow and prioritise competing tasks during busy periods Good attention to detail 	<p>Interview</p> <p>Interview</p> <p>Application, Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Desirable</p> <ul style="list-style-type: none"> Active use of/participation in social media 	<p>Interview</p>
<p>Contract Information:</p> <p>This is an open-ended contract subject to fixed-term funding. This post is externally funded by Annals of Botany Journal and funding is available for up to 3 years</p>	
<p>Athena Swan:</p> <p>We are proud holders of the Athena Swan Bronze Award which recognises and celebrates good practice for employment in science, engineering and technology (SET) in higher education and research. The award reflects our commitment to the advancement and promotion of diversity and equality. We are actively seeking Silver and Gold awards. http://www.athenaswan.org.uk</p> <p>Please click to find out further information about Women at Leicester</p>	
<p>Applications:</p> <p>As part of the online application process, you will be asked to supply contact details for your referees. Please ensure that one of these is your current or most recent employer. <i>You will also be asked to supply a CV and covering letter to support your application.</i></p> <p>Candidates short-listed for interview will be contacted by the University. If you do not receive a communication from the University within 4 weeks of the closing date, please assume that your application has been unsuccessful.</p>	