

**Editorial and Production Manager**

**Location:** London

**Job Purpose:**

The Editorial and Production Manager will be responsible for the strategic development of the *Journal of Hospital Infection* (JHI) and the HIS membership magazine. The EPM will operate with high levels of initiative and drive; bringing a sophisticated understanding of the wider publishing and knowledge environment that HIS is working in, and to develop and deliver new initiatives that will facilitate the growth of HIS membership, the JHI impact and journal sales. Working with the Editorial Production Manager, the MEEM will work towards the JHI being viewed as the go-to journal for the submission of every quality healthcare-associated IPC research article.

Deliverables	Activity may include...
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<b>Article and JHI 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>• Responding to author and reviewer queries</li> <li>• Keeping abreast of updates in Editorial Manager and implement any new developments</li> <li>• Train new users and assist other users with Editorial Manager</li> <li>• Be the primary liaison between users, publishers, 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>• Liaise with publisher to ensure publication of JHI within agreed timescales</li> <li>• Copy-check proofs</li> <li>• Ensuring opportunities to promote HIS membership and activities in the JHI paper copy are identified and acted upon</li> </ul>
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<b>Develop and deliver a JHI strategy</b>	<ul style="list-style-type: none"> <li>• Working with the Editorial Boards to develop a journal strategy that focuses on increasing the journal impact factor, quality of submissions and sales</li> <li>• Develop and maintaining an expert working knowledge of the changing publishing environment</li> <li>• Maintaining an expert working knowledge of the JHI content in order to identify opportunities for engagement and collaboration as they arise</li> </ul>
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<b>Support and engage JHI 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 Editorial Boards</li> <li>• Develop strong engagement strategies and working relationships with the editor-in-Chief Editors and Editorial Boards</li> </ul>
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<b>Grow UK and international reach and submissions to the JHI</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</li> <li>• Keeping abreast of and advising in relation to changes in technology, policy and format across the publishing landscape</li> <li>• Be a key-player in the development of the new HIS and JHI brand, and expected to act as a brand ambassador for the JHI</li> <li>• Attending national and international events, showcasing the JHI and acting as an ambassador for HIS</li> </ul>
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<b>Set annual budgets and working to meet annual targets for growing journal subscriptions</b>	<ul style="list-style-type: none"> <li>• Creation and management of the annual editorial budgets for journal sales, fulfilment and marketing including benchmarking and setting journal sales targets</li> </ul>
<b>Play a key role in the development and subsequent management of the Society's new membership magazine</b>	<ul style="list-style-type: none"> <li>• Developing a regular membership magazine</li> <li>• Planning, commissioning, coordinating and editing the features content for various print products, creating compelling editorial for an informed international readership</li> <li>• Ensure that the features and supplements are focused, compelling, in-depth and provide the level of insight expected by HIS members</li> </ul>
<b>Ensure support staff and suppliers are working efficiently and achieving all set deliverables</b>	<ul style="list-style-type: none"> <li>• Ensure the JHI publication and fulfilment activities that are currently outsourced are run according to SLAs</li> <li>• Managing and maintaining the accuracy of the Editorial Manager database</li> </ul>
<b>Manage the JHI communications content on the HIS website and social media platforms</b>	<ul style="list-style-type: none"> <li>• Crafting impactful JHI communications across all channels</li> <li>• Ensuring social media platforms, the website and members area is 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, of self and by the team.</li> <li>• Keep up to date with procedural, technical and IT developments relating to the job</li> </ul>
<b>Reporting to:</b>	Chief Executive - working closely with the Editor-in-Chief
<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 (essential)</p> <p>Understanding of the learned society publishing sector (essential)</p> <p>Business acumen and marketing abilities (essential)</p> <p>Journal/magazine production, website and branding redevelopment experience (essential)</p>
	<p><b>Desirable</b></p> <p>Significant experience of developing special issues and commissioning (desirable)</p> <p>Experience of developing editorial boards programmes (desirable)</p>

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

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

HIS 05.06.2017