

Job Description

Job title:	Assistant Editor	Department:	HE
Reports to (title):	Commissioning Editor	Division:	Academic
Date:	December 2018		

PURPOSE OF THE JOB

The Assistant Editor (AE) works with the Commissioning Editor (CE) to manage and develop titles in the Higher Education department in line with goals set. The AE has responsibility for new editions from initial commissioning, through the writing process to delivery and handover to production, and, under the direction of the CE, for the commissioning and management of related online materials. The AE may also project manage some straightforward first editions (commissioned by the CE) during the writing process through to delivery.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Maximum of 10 Accountability Statements

1. **Commissioning of content - new editions:** achieve commissioning and sales targets for new editions as set out each year by the CE, including timely commissioning based on publication date requirements, appropriate reviewing, agreeing changes with the author, putting titles forward at publishing committee meetings with accurate sales forecasting and costings, through to successfully contracting each title.
2. **Commissioning of content - online resources/digital materials:** under the direction of the CE, commission appropriate online resources to augment the titles you manage.
3. **Project management:** manage the preparation of projects such that revision plans are fully implemented, and that titles deliver to agreed schedule and budget, and that all associated elements, including cover and text designs, and effective marketing and sales copy, are prepared to agreed deadlines and meet market needs.
4. **Handover to production:** work with the production team to ensure titles publish on time, supplying all necessary materials required for handover to production to be complete, including any information/materials required for ebook and online dissemination.
5. **Market research:** under the direction of the CE, engage with the market to stay abreast of curricular and pedagogical changes and competitor activity such that our publishing decisions are based on current market information, sharing findings with authors and colleagues where relevant.
6. **List administration:** ensure all systems are kept up to date and that all titles are well-administered, including the timely arrangement of all contracts, response to correspondence, preparation of meeting minutes etc.

7. **Reprints:** where requested, ensure reprints for titles you manage are processed at the right time and with correct quantity to maintain appropriate stock levels to meet market demand.
8. **People:** maintain good relationships with the academy in your discipline, including your reviewers, adopters and other advisers. Maintain excellent relationships with colleagues in Content Operations, sales, marketing, and other parts of editorial to ensure on-time publication and optimal sales of your books.
9. **Problem solving, process improvement, and innovation:** play an active part in a team that identifies problems early and considers possible solutions; that takes a continuous improvement approach to all work; and seeks to innovate so that new ideas are introduced to our publishing, which add value and improve sales.

KNOWLEDGE AND EXPERIENCE

- Demonstrate excellent organizational skills
- Demonstrate exceptional communication and negotiation skills
- Have strong relationship-building and interpersonal skills
- Demonstrate sound editorial and commercial judgement
- Have demonstrable experience of gathering and analysing information to make sound, informed decisions
- Have meticulous attention to detail
- Work effectively on your own, but be naturally collaborative
- Be educated to degree level (or equivalent)
- Have recent higher education editorial experience, and/or a proven track record in higher education sales or marketing

KEY CONTACTS

Internal: Commissioning Editor and wider editorial team, digital team, sales team, marketing team, production team, rights team, Delegates.

External: Authors, reviewers, academic community, students.

ORGANIZATION CHART

