

Job Description

Job title: Commissioning Editor **Department:** Higher Education
Reports to (title): Editor in Chief **Division:** Academic
Date:

PURPOSE OF THE JOB

To commission, develop and manage a first-class list of market-focused print and digital Higher Education resources, inputting into strategy, meeting targets set, directing the work of commissioning assistant(s)/publishing editor(s), and working closely with authors, sales, marketing, production, editorial colleagues and relevant Delegate(s).

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Maximum of 10 Accountability Statements

- 1 **Strategy:** develop and deliver a market-focused, forward-thinking, and realistic strategy for your list, which is reviewed on an on-going basis to ensure opportunities for growth are fully exploited, and sales are maximized. Have input into pricing decisions, reprint quantities, and the annual budgeting exercise to ensure the list is effectively managed.
- 2 **Commissioning:** attract, motivate and retain the best authors when signing new/replacement product and new editions in print/digital/blended media. New titles should fulfil OUP's strategy of publishing market-leading titles that maintain OUP's standards and enhance our reputation and revenue.
- 3 **Management: recruit, train, develop, and retain the best staff** such that people perform to their optimum potential and meet their targets and objectives.
- 4 **Sales:** publish books that meet or exceed sales goals set annually, such that 70% of your published titles hit 70% or better of their proposed unit sale goals. Support reps with strong sales conference presentations/tools to ensure this goal is met.
- 5 **Project management:** appropriately review and develop (or oversee the development of) manuscripts and digital materials, manage projects to achieve a successful and timely handover, oversee appropriate quality assurance, achieve your annual handover targets, and publish your books on or ahead of schedule, and on or below budget.
- 6 **Market development:** work with marketing and development teams as appropriate to test, refine, and cement a marketing message for your books, to seed the market for your first editions and key revisions, and to refine your product to optimize sales without compromising the schedule or budget.
- 7 **People:** maintain good relationships with the academy in your discipline, including your delegates, reviewers, adopters and other advisers. Maintain excellent relationships with colleagues in production, sales, marketing, and other parts of editorial to ensure on-time publication and optimal sales of your books.
- 8 **Innovation and best practice:** actively contribute to a culture of collaboration, take a proactive approach to problem-solving, and identify where processes and ways of working

could be improved and where we can benefit from innovative ideas. Actively contribute to your subject list and editorial meetings to maximize the sharing of market intelligence.

- 9 **Enhance the OUP brand:** represent OUP well in campus calling, at conferences and in all other external interactions such that you promote and strengthen the brand at all times.

KNOWLEDGE AND EXPERIENCE

- Driven to succeed, demonstrating market-focused and target-driven behaviour
- First-class problem-solving and decision-making skills
- First-class organizational and prioritization skills
- Sound editorial judgement
- Ability to innovate and think creatively
- Strong relationship-building and interpersonal skills
- Prior project management experience
- Prior management experience (desirable)
- Prior commissioning experience (desirable)

KEY INTERFACES

Internal: Editorial team and working with colleagues in production, sales, marketing, digital, rights and legal departments.

External: Authors/editors/contributors, OUP Delegates, academics.

DIMENSIONS

- List sales of c. £2.8 million
- Management responsibility for c. 3 staff members

ORGANIZATION CHART

The chart should show the line manager, the job itself and the structure of any teams reporting into it.

