

Job Description

Job title: Commissioning Editor

Department: Schools

Reports to (title): Head of Secondary STEM

Division: Education

Date: January 2020

PURPOSE OF THE JOB

To research markets and devise and commission resources to fit identified market needs, and to oversee the smooth development of the curriculum support and resources.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Maximum of 10 Accountability Statements

1 Strategy and market

Play an active role in contributing to brand strategy on designated projects, and plan and implement a programme of market research into teacher/learner needs, identifying new curriculum and product opportunities, for a specific brand, the competitive environment, and curriculum changes, and apply market knowledge to improve market focus of both the range of products within a brand, and the focus of individual products and to help inform the sales and marketing messages for the brand.

2 Editorial skills and best practice

Commission, pilot/trial, and consult internally with sales and marketing on new products and curriculum approaches, and direct authors on structure, shape, level and on presentation of scripts and briefs, collate input from authors, partners and advisors, and implement structural editing and rewriting, organise and oversee editorial work in the production process, so that products are accurate, appropriate, and accessible for the target audiences, and are consistent with the project brief.

3 Author relations

Identify and nurture new author talent and build author relationships, train to deliver right first time, negotiate effective terms and contract with authors/agents as directed by manager.

4 Project management

Create and oversee schedules and manage projects, lead on process improvements, demonstrate exemplary working practices, use systems to their full potential, anticipate risks, plan ahead, allocate resources, and problem solve to ensure that products come out efficiently and on time.

5 List management

Undertake market research among customers of backlist products, and discuss product revisions, new publishing, relaunches, and revised selling messages, and continuous promotions with sales and marketing to maximise the sales and life of products and brands. Help to create the core messages and brand information with sales and marketing to position the product competitively and accurately and present product at sales events.

6 People management

Recruit, manage, brief, prioritise workloads of, and support the best freelance editors and casual workers, and in consultation with manager, recruit, manage, motivate and train talented editors so that they work efficiently and meet their deadlines.

7 Financial management

Advise on first cost, freelance, and advisor's budget, and lead on project costings, maximising financial viability, keeping budgets across designated projects or lists under constant review and problem solve to keep within budget.

8 *Communication and teamwork*

Communicate effectively with staff, other departments, and manager to ensure that all are aware of the drivers for success in projects, that inter-departmental teams have all the information they need about the target audience, the competitive environment, and of the priority and budget of all projects.

KNOWLEDGE AND EXPERIENCE

- Creative mindset
- Degree in a relevant subject
- Editorial experience
- High levels of literacy
- Familiarity with computers and main software packages (Word, Excel)
- Project management experience, ideally in a similar field

KEY INTERFACES

Internal:

Head of Secondary STEM (manager) and Publishers (dotted line): to ensure that the Commissioning Editor's focus is aligned closely to the strategic objectives of the publishing group, and that their skill sets are used to their full potential. The Commissioning Editor in turn keeps the Head of and Publisher up-to-date with developments on projects and on strengths and weaknesses of less senior colleagues.

Sales and marketing teams: to ensure that the messages that they bring back from the market are listened to and influence publishing, and that they have the right tools and messages to take products to market effectively.

Design, digital, and production teams: to ensure that projects move smoothly through the design and production processes and time and budgets are used as efficiently as possible.

External:

Teachers and learners to ensure that our resources are the best at serving and anticipating their needs in the classroom

DIMENSIONS

- Commissioning and management of freelancer editors and up to one or two in-house staff.
- Approximate number of titles commissioned per year: One or more multi-component courses.