

## Job Description

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**Job title:**  
Development  
Editor

**Department:** Primary Editorial

**Reports to (title):**  
Publisher/  
Commissioning  
Editor, Primary

**Division:** OXED

### PURPOSE OF THE JOB

To shape scripts and briefs so that they are right for their intended users, to manage freelance project teams and to work with design and production teams to ensure that projects come out to schedule.

### PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

#### *Strategy and market*

**1** Demonstrate good core curriculum, teacher/learner, and competitor knowledge through market research planned in consultation with manager, develop full awareness of business unit strategy and individual brand strategy, and apply this to improve market focus and success of products.

#### *Editorial skills and best practice*

**2** Edit and accurately level script, illustration, and digital briefs, and all proof /disc stages, and collate input from authors, partners and advisors, and implement structural editing and rewriting under the supervision of manager, so that products are accurate, appropriate, and accessible for the target audiences, and are consistent with the project brief, fully implementing and further improving best editorial practice. Some commissioning responsibility for individual components.

#### *Author relations*

**3** Demonstrate creative and effective author and adviser communications including helping to train authors to submit quality copy, to length and managing post-publication services to authors.

#### *Project management*

**4** Create with support of manager, monitor and chase specific schedules, organise schedule meetings, plan ahead and proactively problem solve to avoid missed dates, follow best working practices, be familiar with systems, and contribute to process improvements so that products come out efficiently and on time.

#### *List management*

**5** Ensure that latest reprints of specified titles are marked up with reprint corrections, and liaise with manager, author, production and design (as appropriate) so that these corrections are implemented accurately in good time for the next reprint.

#### *People management*

**6** Recruit, negotiate rates with, manage, brief, quality control, and support the best freelance editors so that they work efficiently and meet their deadlines.

### *Financial management*

**7** Assist in creating first cost and overhead (freelance and advisory) budgets and monitor spend throughout, problem solving to ensure that the project is kept within budget.

### *Communication and teamwork*

**8** Communicate effectively with other departments, and manager to ensure that projects are worked on efficiently and that colleagues understand the aims for a product and how to add value for the customer in an atmosphere of strong team spirit and respect. Liaise with home and international sales teams to ensure that product is market appropriate.

## **KNOWLEDGE AND EXPERIENCE**

- Editorial experience including experience of managing projects in a publishing environment  
High level of literacy  
Higher level qualification in mathematics, eg A- or AS- level  
Excellent communication skills  
Familiarity with computers and main software packages (Word, Excel)

## **KEY INTERFACES**

Internal: Publisher, Editorial, Design, Digital, Production, Sales, Professional Development and Marketing teams

External: Authors, series editors and advisors, freelance project team, teachers, consultants and customers

## **DIMENSIONS**