

# Job Description

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<b>Job title:</b>	Editorial Assistant (FTC)	<b>Department:</b>	Law Editorial
<b>Reports to (title):</b>	Editorial Programme Manager	<b>Division:</b>	Academic
<b>Date:</b>	February 2020		

## PURPOSE OF THE JOB

To provide editorial support for the publishing programme including commissioning and delivery across multiple formats and, by liaising effectively with authors, editors and in-house stakeholders, fulfil allocated responsibilities for the effective management of projects.

## PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

*Maximum of 10 Accountability Statements*

1. Provide editorial and administrative support at all stages of the editorial publishing process across all formats, as part of the Editorial Programme Team for Law. Assist in project set-up, create and maintain accurate product/content data using various internal systems, and deal quickly and efficiently with routine queries and tasks.
2. Process and track content/data, including loading, reviewing, editing and manipulation in various systems, maintaining accurate tracking systems and producing samples and reports as required, and supporting the ongoing development and improvement of systems and workflows.
3. Assist with product approval process including preparing materials for consideration at departmental publishing meetings and Delegates Meetings and assisting with data preparation e.g. sales figures.
4. Assist as required with the peer review process including approaching potential reviewers, managing and tracking the delivery of reviews, collating reviews, and arranging payment for reviewers.
5. Assist with the contracting process for new projects including arranging for signature/countersignature, scanning and filing, maintaining records, providing additional documentation to authors, returning contracts to authors, dealing with Royalties/Publications teams, and supplying related information as required to other functions.
6. For allocated projects, work with authors during the manuscript preparation and delivery process, including checking content items, collating, and tidying up manuscripts ready for editing, and the preparation of information for handover to Content Operations and suppliers.
7. Work as required with Editorial and Marketing colleagues on the preparation of new book announcements, catalogue and marketing copy, and materials for Sales.

8. Process (through relevant systems) payment requests to ensure timely and accurate payments to suppliers, authors and freelancers, and requests for complimentary access to products and services for authors and contributors.
9. Liaise with other functions including Sales, Marketing, Content Operations, Design, Digital Operations, Customer Services, Royalties and Publications to ensure that the publishing process runs efficiently, tasks are carried out promptly and accurately, and appropriate, timely responses are provided to queries.
10. Benefit the department, the Division and the wider Press via your active, positive contribution in the performance of your accountabilities and your participation in other projects as agreed with your manager.

### **KNOWLEDGE AND EXPERIENCE**

- Excellent organization and time management skills and the ability to prioritise
- Excellent verbal and written communication skills
- A flexible, positive approach to helping others, and the ability to communicate effectively with a wide range of people in a variety of contexts
- Ability to work calmly and methodically under pressure and deal professionally at all times with authors, suppliers and colleagues
- Ability and confidence with MS office packages (Word/Excel/Outlook)
- Self-motivation, a willingness to listen and learn and to take on responsibility
- Must enjoy working as a member of a team, retaining a sense of humour
- Ability to perform tasks efficiently and thoroughly with excellent attention to detail

Some experience of handling a number of different projects simultaneously would be helpful.

### **KEY INTERFACES**

#### **Internal:**

- Editorial Programme Manager
- Editorial Team Leaders, Project Editors, Commissioning Editors, Editorial Assistants
- Marketing, Sales, Customer Services, Finance, Royalties
- Content Operations, Digital Operations
- Group Technology

#### **External:**

- Authors, Editors, Contributors
- Peer reviewers
- Freelance editorial teams and suppliers

### **ORGANIZATION CHART**

