

Job Description

Job title: Editorial Programme Manager
Department: [AcTrade/Law]
Reports to (title): Editorial Director
Division: Academic
Date: 12 December 2018

PURPOSE OF THE JOB

To work with the Editorial Director and the commissioning team to manage and deliver a coordinated publishing programme of books and online services for the [AcTrade/Law] team which:

- provides for the effective delivery of publications across digital and print formats
- prioritises, allocates, and manages editorial resources using a project-oriented framework
- enables a flexible and responsive infrastructure aligned with the business objectives in Divisional and Department publishing strategy
- maintains a core focus on staff mentoring and development and talent retention

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Editorial project resource:

1. Manage editorial resource for the programme of new and live products across formats based on agreed commitments and priorities for the financial year and make recommendations on level and balance of resourcing for budgeting purposes.
2. Establish a project-oriented approach to editorial workload and resourcing, and maintain an effective process for ongoing review of tasks and roles within the groups.
3. Manage the effective deployment of projects and tasks taking account of the aptitude, skills, experience of team members and the broader project teams on which they work, assessing capacity and reflecting, where appropriate, interests and opportunities for personal development.

Editorial publishing pipeline:

4. Own the editorial publishing pipeline post-acquisition and work with product owners to ensure the successful management of IPs through the pre- and post-delivery content workflows, to publication in all formats on schedule and to budget.

Product development:

5. Provide resource for product development work undertaken by Publishers and CEs through research, assessment and peer review, and support for internal proposal development and approvals.

Publishing process:

6. Take responsibility for progressing content enrichment, process, and workflow initiatives, including in collaboration with other functions.
7. Become a key sponsor and change agent for the successful implementation of new workflows and processes both within the Editorial team and more widely.
8. Participate in the development of digital and publishing knowhow across the team specifically including digital product development, enrichment, and the project management of new publishing initiatives.

Management and staff development:

- 9. Manage the editorial programme team.
- 10. Develop the roles within the team, identify and monitor core skills in content analysis, project management, and managing content and metadata, and plan for the development and training required to ensure that staff are able to fulfil those roles and contribute more widely to the Press whether through shadowing, mentoring, secondment, participation in specific projects, or moves within the Press.

KNOWLEDGE AND EXPERIENCE

- Education to degree level or equivalent
- Proven track record of project management and delivery to schedule and budget (some familiarity with Agile methodologies would be helpful but is not essential)
- Strong team management and staff development skills and experience
- Engagement with cross-format publishing
- Experience of publishing, ideally in an academic environment

KEY INTERFACES

Internal: Within editorial: Editorial Director, Publishers/Digital Programme Manager, Commissioning Editors, other Publishing Manager(s), (S)ACEs and EAs.
Other functions: Content Operations, Marketing, Sales, Royalties, Business Development, Finance, etc.

External: Editors, authors, and contributors
 Editorial freelancers and other suppliers
 End users

DIMENSIONS

- The annual sales budget for the [AcTrade/Law] UK department
- Staff numbers reporting up to or through the role
- Number of IPs commissioned p.a.
- Number of IPs published p.a.

ORGANIZATION CHART

