

Job Description

Job Function:	Sales
Job Family:	IPR Licensing / Rights
Career Stream:	Support
Job Level:	S4
Position Title:	Rights Assistant
Division or Group Function:	Oxford Education International
Country or location:	United Kingdom
Reports to (position title):	Senior Rights Manager

Job Purpose

Summarize in no more than 3 sentences the overall purpose of the job – i.e. why does it exist? What are its key deliverables? Start with 'Responsible for...'

The Rights Assistant acts as a centralised support function in the Rights Team, providing administrative, sales enabling and operational support to the team in all their activities, implementing system efficiencies as needed. This role has a global remit and is key in contributing to overall Rights revenue growth (currently estimated at £8m+ / targeting £10m in the next two years). The current Rights team is a team of 7, who handle rights across the globe for Oxford Education's content. <https://global.oup.com/education/rights/?region=uk>

Key Accountabilities

List 5-7 main responsibilities of the role, with supporting activities. Describe what is done, to what, with what result

Accountability and supporting activities	Measure of success Use quantifiable and/or qualitative measures
1. Rights deal fulfilment, processing & streamlining	<p>Handle deal fulfilment and processing efficiently, accurately and effectively within agreed timeframes, including:</p> <ul style="list-style-type: none"> • Process rights deals to ensure all steps are completed from contracting to invoicing – tracking all activity & all monies received, and deals are set up correctly on IPM/systems to allow for Rights income to be invoiced and allocated. • Use all technology and processing systems correctly, problem-solving any issues effectively. • Document all actions / deals as needed; updating all record-keeping systems accurately and efficiently so Sales Managers can see where we are at on each deal without input. • Build an excellent working knowledge of all Rights procedures and systems, including production interface relating to individual co-edition deals, DF requests/invoicing (PDQ) etc in order to complete all deal fulfilment and processing accurately and on time. • Draw-up contracts from contract templates accurately and deal docs for co-editions. • Supply customers with final files for licensing deals as contracted. • Problem-solve and deal effectively with anything that comes up.

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	<ul style="list-style-type: none"> • Deal with customer queries and inter-departmental queries on any deals past, future or in progress. • Liaise regularly with key staff and customers, developing positive relationships, quick turn-around of activity, sterling service and assistance to help support sales deal fulfilment. • Work closely with Rights & IP team who are supporting on some of the admin work / process - to ensure all admin is processed effectively and smoothly
2. Use of department technology systems – SAP IPM and R3P, OPublish, OPurchase, EDMS, MediaBank, BW, Share, DAM, Rights website, Rights trackers – to process Rights activity & support team in their use of these	<ul style="list-style-type: none"> • Develop excellent working knowledge of all systems and understanding of why these are important and how they are used by team. Use these systems effectively and efficiently. Activity includes: <ul style="list-style-type: none"> ○ reporting functions of SAP systems (to produce reports for data analysis, budget forecasting, invoice chasing, record-keeping); ○ using Oxford Publish for loading co-editions; ○ using MediaBank (PDQ) and DAM to process digital samples and file requests for customers and invoicing as appropriate; ○ processing invoices for invoices received via Oxford Purchase (and EDMS); ○ understanding of EDMS for tracing author contracts and customer royalty records; ○ knowledge of BW and Share for Rights purposes; ○ IPM - raising invoices and checking rights availability; adding all Rights deals contracts; maintain / update to ensure that all information on customer data, submissions status, and rights sales contracts are accurate and up to date; use report functions for contracts raised and contract renewals; ○ Using R3P to track payments received. • Become systems 'expert' in order to support team in use of systems including any guidance, training and troubleshooting. • Take Key User responsibility for all relevant systems, liaising with EDUK IT/GTSD as required. • Develop working knowledge of key Rights trackers and assist accurately with their upkeep.
3. Sales enabling & support (including Bookfair prep)	<p>Effectively support and enable sales by enabling Rights Managers (RM) and HoR increase sales by:</p> <ul style="list-style-type: none"> • Organising up-to-date sales materials (online links, proofs, finished copies, marketing material, catalogues) to fulfil departmental and customer needs & mailings, sending these out as needed. • Efficiently and quickly sending out materials to customers as per their interest / RM/HoR's needs.

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	<ul style="list-style-type: none"> • Organising and help create sales presentations and Rights catalogues, that are easily accessible and up to date • Ensure Rights customer data and contacts list is up-to-date and accurate for any mailings. • Liaising with Marketing re promo (& other) materials available; marketing mail-outs • Liaising with Digital team as needed to make updates to the Rights webpage. • Gathering sales material and marketing assets for follow-up submissions and putting these on LIGHTBOXES for easy team use. • Arranging book fairs & attending as needed – including hotel booking, stock ordering, liaising with fair organisers & stand builders (and internal departments), collating sales packs.
4. Day-to-day admin & support within team	<p>Handle day-to-day administrative support efficiently and effectively within agreed timeframes, including:</p> <ul style="list-style-type: none"> • Sending out author/agent copies. • Dealing with general queries and team's diary management. • Supporting team with sales trip planning, travel bookings, submission follow-up, reports and anything ad hoc. • Developing and reviewing administrative working practices in order to streamline processes and procedures and ensure efficient running of the department and sales. • Ordering stationery/toner, ensuring office equipment is in working order, and collecting team post. • Liaise regularly with key staff and customers, developing positive relationships and sterling service and assistance to help support sales/deal fulfilment. This includes: <ul style="list-style-type: none"> ○ Liaising regularly with Credit Management & Royalties to ensure payments are processed smoothly; ○ Developing relationship with Publicity, Sales & Marketing to ensure that Rights are aware of activities relating to key titles; ○ Liaising with Editorial & Design to ensure the efficient submission of materials to team and customers; ○ Liaising with Production on queries for co-editions; ○ Liaising with Compliance team as needed. ○ Liaising with Rights and IP on deal processing and admin

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5. Rights Team Member	<ul style="list-style-type: none"> Establish yourself as a pro-active, confident and key team member of the Rights team who can problem-solve independently and as part of a team. Play a constructive and positive role in the team, helping ensure a pleasant, fun and effective office environment. Contribute to team meetings with your ideas, questions and feedback, share information to help inform decisions and direction of travel. Be aware of priorities of other team members and offer assistance as appropriate as well as juggling your own priorities
6. Understanding and knowledge of Rights, Publishing, OUP content	<ul style="list-style-type: none"> Understand Rights team mission, short and long-terms goals, workings and activity and how they fit into OUP. Develop excellent list knowledge – including Rights key activities surrounding individual & core revenue earning titles, and where in the world they sell. Develop customer and territory knowledge. Have thorough Rights knowledge of the different Rights licensing deal types and remuneration structures and IP holder splits, including splits to agents. Have good knowledge of the different roles in Publishing, and the role of agents, scouts, authors, illustrators, packagers. Know and understand the workings of OUP.
7. Represent Rights across Education International and the wider business	<ul style="list-style-type: none"> Adhere to group Ethical Policies and Employee Code of Conduct, operating with to high standards of professional and ethical business practices, in line with OUP policies. Play an active role in the positive promotion of the Rights and International division within the Education division and wider business.
8. Individual responsibility of certain ad hoc duties	<ul style="list-style-type: none"> To be agreed / discussed (dependent on capability and time)

Attributes / Knowledge/ Education / Previous Experience		
Add extra lines if you need more space		
	Essential The job cannot be performed without these	Desirable Nice-to-have, and could be trained on the job
Attributes	<ul style="list-style-type: none"> Administrative experience and experience of improving processes to be more efficient. Attention to detail, love of data inputting and tracking all activity. Methodical, accurate, efficient and hard-working Ability to pick up new systems quickly and troubleshoot issues with technology. 	

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	<ul style="list-style-type: none"> • Pro-active with a demonstrable ability to problem-solve & work independently. • Able to juggle and prioritise a varied workload, working to deadlines. • Quick to build an understanding of Rights processes and models and Rights function in publishing business. • Ability to work as a team player, a positive attitude and openness and adaptability to change. • Strong work ethic • Demonstrates a healthy spirit of competition and a can-do, solution-focused attitude. • International outlook. 	
Skills & Knowledge	First class organisational and time management skills – Ability to work calmly and methodically under pressure, with meticulous attention to detail. Ability to prioritize and problem-solve effectively. Working with team to enable sales.	
	Communication – Strong verbal and written communication skills, including ability to communicate with a wide range of people in various contexts.	
	Systems – Proficient in Microsoft Office, including Excel, Word, Outlook and Teams. Databases in general.	SAP experience Biblio experience IPM/Ox Publish/Mediabank/Dam/Share
	Customer facing - dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers gaining their trust and respect.	
	International facing – shows interest and knowledge of global cultures and markets.	
Education or Qualifications		Degree level or equivalent Languages
Previous Experience	<ul style="list-style-type: none"> • Administrative experience, including use of software systems and databases. • Proven ability to organize a large and varied workload. 	

Business Dimensions

Rights Turnover:	£8m+
Rights Headcount:	7

Key Interfaces:

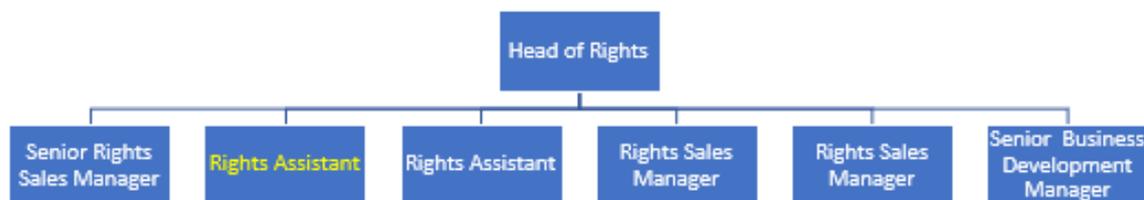
Internal:	<ul style="list-style-type: none"> • Rights Team
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	<ul style="list-style-type: none"> • Education teams – Editorial, Commercial, Production, Marketing, Design, Sales, Legal • Equivalent functions across divisions of OUP • Compliance • Credit Control/Finance/Royalties/Warehouse teams • Technology (GTSD)
External:	<ul style="list-style-type: none"> • Rights Customers • Agent & Scouts • Authors & Illustrators • Branch companies

Organisation

Add organisation chart here – include one level above the role, peers, and any teams or roles reporting to the role. Use job titles, not names.



Version Control

Version :	
Changes Made:	
Date Approved:	
Approved By:	
Title:	