

## Job Description

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

### 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

<b>Accountability and supporting activities</b>	<b>Measure of success</b> Use quantifiable and/or qualitative measures
<b>1. Rights deal fulfilment, processing &amp; streamlining</b>	<p>Handle deal fulfilment and processing efficiently, accurately and effectively within agreed timeframes, including:</p> <ul style="list-style-type: none"> <li>• Process rights deals to ensure all steps are completed from contracting to invoicing – tracking all activity &amp; all monies received, and deals are set up correctly on IPM/systems to allow for Rights income to be invoiced and allocated.</li> <li>• Use all technology and processing systems correctly, problem-solving any issues effectively.</li> <li>• 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.</li> <li>• 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.</li> <li>• Draw-up contracts from contract templates accurately and deal docs for co-editions.</li> <li>• Supply customers with final files for licensing deals as contracted.</li> <li>• Problem-solve and deal effectively with anything that comes up.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Deal with customer queries and inter-departmental queries on any deals past, future or in progress.</li> <li>• 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.</li> <li>• Work closely with Rights &amp; IP team who are supporting on some of the admin work / process - to ensure all admin is processed effectively and smoothly</li> </ul>
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"> <li>• 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"> <li>○ reporting functions of SAP systems (to produce reports for data analysis, budget forecasting, invoice chasing, record-keeping);</li> <li>○ using Oxford Publish for loading co-editions;</li> <li>○ using MediaBank (PDQ) and DAM to process digital samples and file requests for customers and invoicing as appropriate;</li> <li>○ processing invoices for invoices received via Oxford Purchase (and EDMS);</li> <li>○ understanding of EDMS for tracing author contracts and customer royalty records;</li> <li>○ knowledge of BW and Share for Rights purposes;</li> <li>○ 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;</li> <li>○ Using R3P to track payments received.</li> </ul> </li> <li>• Become systems 'expert' in order to support team in use of systems including any guidance, training and troubleshooting.</li> <li>• Take Key User responsibility for all relevant systems, liaising with EDUK IT/GTSD as required.</li> <li>• Develop working knowledge of key Rights trackers and assist accurately with their upkeep.</li> </ul>
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"> <li>• Organising up-to-date sales materials (online links, proofs, finished copies, marketing material, catalogues) to fulfil departmental and customer needs &amp; mailings, sending these out as needed.</li> <li>• Efficiently and quickly sending out materials to customers as per their interest / RM/HoR's needs.</li> </ul>

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

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

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"> <li>Administrative experience and experience of improving processes to be more efficient.</li> <li>Attention to detail, love of data inputting and tracking all activity.</li> <li>Methodical, accurate, efficient and hard-working</li> <li>Ability to pick up new systems quickly and troubleshoot issues with technology.</li> </ul>	

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

### Business Dimensions

<b>Rights Turnover:</b>	£8m+
<b>Rights Headcount:</b>	7

### Key Interfaces:

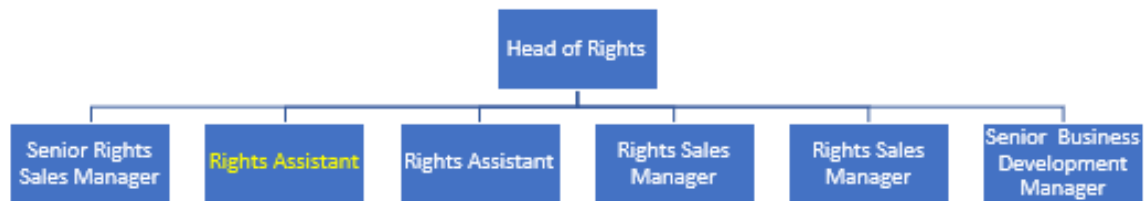
<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Rights Team</li> </ul>
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## Job Description

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

### 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

<b>Version :</b>	
<b>Changes Made:</b>	
<b>Date Approved:</b>	
<b>Approved By:</b>	
<b>Title:</b>	