Job Description

Job Title: Editorial Assistant
Date of Job Description: 29th October 2007
Department: Editorial
Division: Professional
Manager’s Title: Senior Commissioning Editor
No. of Direct Reports: None
No. of Indirect Reports: None

Key Job Purpose (max of 2 sentences)
To assist the Publisher and Senior Commissioning Editor for nursing in the development of their book and journal publishing programmes

Key Objectives / Tasks

1. Responsibility for tracking progress of projects and maintaining contact with authors
   - Co-ordinating the review process of potential book outlines and eventual manuscripts, including keeping reviewers to deadlines
   - Preparing authors’ and editors’ publishing agreements and letters of agreement for multi-contributor books and monitoring of returned agreements
   - Monitoring and chasing book authors and editors and contributors (for commissioning editor)
   - Reporting monthly on the status of projects to ensure timely delivery of manuscripts to agreed specifications (for commissioning editor)
   - Arranging payment of book authors, editors and contributors on publication and arranging the dispatch of complimentary copies of published books

2. Prioritising own work-load

3. Ensuring all internal systems are correctly updated and maintained
• Maintaining the editorial database and project tracking database to a high standard for books in nursing
• Preparing monthly editorial reports
• Preparing data for monthly scheduling meetings (will include occasional deputising for the publisher and commissioning editor at these meetings)

4. General secretarial and administrative duties including:
   - Opening and dealing with incoming mail
   - Sending email messages, monitoring and replying to incoming email messages
   - Answering and filtering telephone calls, dealing with telephone queries
   - Use of standard MS office applications (e.g. Word, Excel, Powerpoint) and databases to prepare documents, reports, mail merges and correspondence
   - General photocopying (e.g. proposals, manuscripts, reports) and distribution of the same
   - Composition, copy-typing, audio-typing
   - Filing

4. Coordinating Visits and travel arrangements
   - Organising meetings and visits, both in-house and external, some minute taking (might include occasional attendance at these events)
   - Coordinating travel arrangements and accommodation, UK and overseas
   - Preparation of material for sales conferences
   - Preparing lists of material to be sent to conferences (might include occasional attendance at these events)

5. Liaison with colleagues
   • Providing accurate and current information to Production, Sales and Marketing Departments

6. Manuscript development
   • Advising authors on manuscript preparation, artwork, permissions etc.
   • Evaluating sample material
   • Working with commissioning editor to prepare manuscripts for handover to prepress department
   • Preparing briefs for cover designers. Liaising with the designer until a cover is achieved to Commissioning Editor’s satisfaction

7. Other tasks as requested by the Publisher/ senior commissioning editor
   • Performing internet searches and general web-based research, for example to identify new contacts in industry or academia
   • Other tasks as requested by the publisher/ senior commissioning editor
(the below must be included in each job description)

**Health & Safety**
Comply with, and make positive contribution to, all company policy, rules and procedures for Health & Safety and current H&S legislation and best practice.
Ensure that all colleagues within own area of responsibility know, understand and comply with all company policy, rules and procedures for Health & Safety and current H&S legislation and best practice.

**SOXA**
Know and understand the controls and processes in own area.
Identify any changes during the year, which might affect existing controls or require new controls.
Ensure that documentation is updated accordingly.
Ensure that any control owners who report to you are aware of their responsibility as control owners to carry out controls and retain documented evidence.
Notify senior management as soon as possible if controls are not being performed timely.
As requested by the Company, perform an annual assessment (test) of controls based upon management's guidance and retain all supporting documents evidencing it.
Ensure that own team are aware of all the processes and controls in my area and their relevance both to them and to the business.
Assist as required in the annual audit process with KPMG.
Notify senior management if any misconduct is noted.

**Key Decision Making Responsibilities** *(e.g. recruitment, budgets)*

None