



**WILEY-
BLACKWELL**

Job Description

Job Title	Assistant Production Editor / Production Editor- Fixed term contract for up to 6 months
Date of Job Description	July 2007
Location	Oxford
Department	Journal Content Management
Division	SSH
Manager's Title	Team Leader/Deputy Manager
No. of Direct Reports	0
No. of Indirect Reports	0

Key Job Purpose

To manage the production of a package of journals/articles from receipt of manuscripts to final print and/or online publication to an agreed standard of quality, cost, budgeted extent and to agreed schedules; to maintain management and administrative systems; to liaise with editors, editorial assistants, authors, suppliers and internal departments; to contribute to Company- and Production-related projects as required.

Roles and responsibilities

1.0 Project Management

- 1.1 To manage freelance copy-editing and full supplier service sources of supply to the required quality, on time and within budget.
- 1.2 To ensure that proofs are despatched in a timely and efficient manner.
- 1.3 To oversee the correction of page proofs and revised page proofs, ensuring that all corrections are carried out accurately and in accordance with journal style, clarifying any points of ambiguity with authors/editors where necessary.
- 1.4 To oversee the preparation of artwork, ensuring that all illustrations meet agreed journal style, providing feedback where necessary to authors and encouraging supply of correct electronic file formats.
- 1.5 To ensure that OnlineAccepted, OnlineEarly and OnlineOpen articles are processed to agreed standards in accordance with standard procedures and leadtimes.
- 1.6 To ensure that issues are compiled in accordance with agreed schedules and to agreed standards, preparing all relevant documentation, additional material, etc., as necessary.
- 1.7 To prepare cover material, updating all necessary fields as required including instructions for contributors, pricing and copyright information, etc.

- 1.8 To check the quality of both printed issues and electronic material published online via Blackwell Synergy, providing feedback to suppliers where appropriate.
- 1.9 To ensure that all copyright assignment forms/exclusive licence forms/online open exclusive licence forms are received before article/issue publication, liaising with editorial offices where possible to ensure that no paper reaches Blackwell without the relevant copyright documentation.
- 1.10 To liaise with editorial offices to ensure efficient manuscript transfer in accordance with agreed company procedures, especially where an Electronic Editorial Office is involved.
- 1.11 To participate in Production-related or Company projects as required, ensuring timely completion of agreed project deliverables, liaising with line manager as necessary to plan workload capacity.
- 1.12 To anticipate work requirements and planned absences such as annual leave, making arrangements as appropriate.
- 1.13 To cover for colleagues in their absence, and to assist them if requested by the line manager.
- 1.14 *BPI all divisions only:* To oversee and monitor financial matters pertaining to the production process which includes creating and tracking to budgets, regularly reviewing costs to keep journals on or under budget; processing invoices for payments to vendors and freelancers, ensuring timely and accurate payment; providing financial information to editorial offices, internal colleagues, vendors and freelancers as required.
- 1.15 To sign off individual journal budgets and accounts, checking that all relevant cost lines have been completed correctly.
- 1.16 To prepare annual schedules using the Journal Publishing System (JPS).
- 1.17 To perform other production-related tasks as required.

2.0 Relationship management

- 2.1 To liaise with editors, managing editors, authors and all external clients, recognizing the key role the production editor has to play in customer relations management. In particular, this involves ensuring that all concerned are kept informed of progress while actively seeking to improve service levels where possible.
- 2.2 To liaise with external suppliers to ensure that issues/articles are produced on time, to the agreed standard and within budget, including completion of supplier feedback reports and contributing to supplier performance analyses.
- 2.3 To liaise with the Advertising Department to ensure that individual issues are produced cost effectively, to achieve even workings wherever possible, and to ensure that their attention is drawn to potential sales.
- 2.4 *BPL Medical division only:* To liaise with the Medical Sales Department to ensure that their attention is drawn to potential sales.
- 2.5 To liaise with the Journal Production Administration Team to ensure efficient and timely despatch of all printed issues, including notification of any inserts or special despatch requirements.

- 2.6 To liaise with the Marketing Department to ensure the accurate dissemination of marketing material and to check promotional material as required.
- 2.7 To contribute to the effective management of the department through participating in team and department meetings.
- 2.8 To liaise with journal publishing managers and editorial colleagues, contributing as appropriate to journal development through subject team meetings, JPM days and other informal mechanisms.
- 2.9 To travel as required to attend meetings with clients, participate in training courses or attend Company meetings.

3.0 Administration

- 3.1 To carry out all relevant administration neatly and to maintain consistent records of all transactions and correspondence.
- 3.2 To check and code invoices as agreed.
- 3.3 To ensure that an accurate and tidy filing system is maintained.
- 3.4 To ensure that JPS is maintained accurately and that all dates and required fields are up to date.
- 3.5 To revise and supply data for reports as required, e.g. the monthly production report and individual journal annual reports.

4.0 Training and Development

- 4.1 To undertake journal production training with internal training officers and external sources as required.
- 4.2 To achieve a thorough understanding of the house training manual, house style manual and all relevant internal procedural documentation.
- 4.3 To attend nominated training courses to enhance existing skills and improve work-related knowledge and personal skills and to develop knowledge of the wider business environment.

Relationships

This position reports to a Production Team Leader or Deputy Manager.

The incumbent must ensure that sound relationships are maintained with BP customers, suppliers and staff so as to contribute towards the achievement of BP business goals. The incumbent will keep colleagues, peers and all other staff that are necessary informed on all matters that may impact on the continued growth and profitability of BP.

Authority

Authority for operation is defined in agreed business and performance management procedures. Where an activity or transaction is outside agreed procedures, the specific approval of the relevant Production Manager must be sought.

Qualifications & Personal Attributes

- Relevant qualification (degree or publishing) and/or production editor experience

- Demonstrated effective organization and project management skills including the ability to prioritize effectively and manage multiple projects/tasks and deadlines simultaneously
- Strong attention to detail and ability to work accurately and quickly
- Strong problem-solving and decision-making skills, with the ability proactively to identify and address problems quickly and independently
- Good organizational skills
- Good interpersonal skills, including the ability to relate to clients/customers as well as colleagues at all levels of the Company
- The ability to work both independently and as part of a team
- The ability to communicate well, both verbally and in writing
- A high standard of computer literacy: Microsoft Word, Excel, E-Mail

****Assistant Production Editor***

Duties of an Assistant Production Editor are the same as those of a Production Editor. Assistant Production Editors are undergoing training and coaching, and can therefore expect a higher level of supervision and support during this period. Progression to Production Editor is based on ability, skill and merit.

*****Senior Production Editor***

Duties of Senior Production Editors are similar to those of a Production Editor as outlined above, and progression to Senior Production Editor is based on ability, skill, experience and contribution to the work of the department. Senior Production Editors may be expected to take on additional duties.

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