JOURNALS OFFICER
Job description and person specification

Type of Role: Permanent; full-time

Location: Burlington House, Piccadilly, London

Reporting: This role reports into the Journal Editorial Manager

THE LINNEAN SOCIETY

We are a not-for-profit organisation and registered charity. Our mission is to cultivate a global community working for a world where nature is understood, valued, and protected.

Our four scientific journals publish research relevant to our sector. They are: the Biological Journal of the Linnean Society; the Botanical Journal of the Linnean Society; the Zoological Journal of the Linnean Society; and the Evolutionary Journal of the Linnean Society. They are all published on the Society's behalf by Oxford University Press (OUP).

Research published in our journals supports our community and feeds into our events and programmes, sharing vital stories of biodiversity loss and climate change, and connecting people of all ages and backgrounds with nature.

JOB DESCRIPTION

The post-holder will be responsible for supporting the Journal Editorial Manager in the delivery and production of Linnean Society journals. They will work closely with the Editors-in-Chief of the journals and our publisher OUP, to provide administrative support. The successful applicant will assist with the management of online systems and processes to ensure the journals are published in a timely manner and adhere to high standards of editorial quality.

They will also be involved in journal marketing, identifying papers for promotion and working with the authors, our publishers and other members of the engagement team to highlight particular papers, and raise the profile of the journals.

Main Duties and Responsibilities

- Administration of the Manuscript Central system including the database of authors, reviewers and associate editors.
- Providing help and guidance to users of the submission systems (ScholarOne, Manuscript Central) by:
    - answering queries in a prompt and professional manner
    - providing guidance and documentation
    - promoting best practice, resolving technical issues and applying configuration changes
    - advising on or resolving large-scale or technically demanding issues
    - escalating issues to the Journal Editorial Manager as appropriate.
- Checking new submissions meet appropriate standards for review, including formatting, inclusion of all necessary files and following the journal style guides.
- Supporting the Journal Editorial Manager in ensuring the journals have an active group of committed associate editors and reviewers, and that their records maintained in the online databases are accurate.
- Supporting the Journal Editorial Manager with production matters, liaising between the OUP production team, editors and authors.
- Supporting the Editors-in-Chief with journal prizes by compiling lists of eligible papers.
- Preparing relevant and timely reports, statistics and data, as requested by the Journal Editorial Manager.
- Providing administrative support to the Linnean Society Publishing Committee and Editors-in-Chief meetings as directed by the Journal Editorial Manager, including preparing papers, taking minutes and ensuring actions are completed.
- Supporting active marketing of the journals through social media, events and campaigns, including:
    - liaising with our publishers to deliver our journal marketing strategy, including requesting website updates and compiling briefs for email and marketing campaigns
    - identifying promising papers for promotion and working with the rest of the Engagement Team to promote them
    - being part of the event delivery team for symposia relating to special issues.
- Undertaking any other duties that are reasonable for a post of this nature.

This job description provides guidelines under which the individual will work and could be subject to review depending upon changing circumstances.

PERSON SPECIFICATION

Qualifications

- Educated to degree level in a subject related to publishing or the purpose of the Linnean Society (Essential)

Experience and knowledge

- At least one year's experience of providing administrative support, ideally within academic publishing (Essential)
- Experience of handling data and compiling reports (Essential)
- Some familiarity with manuscript submission systems such as Manuscript Central, Scholar One or similar (Desirable)
- Experience in public engagement and communications, such as social media, events or marketing (Desirable)

Skills and abilities

- Excellent communication skills – both orally and in writing (Essential)
- Excellent IT, information management and record-keeping skills (Essential)
- Strong attention to detail (Essential)
- Excellent planning and organisational skills (Essential)
- Ability to adapt systems and processes to improve efficiency across complex processes (Essential)
- Strong stakeholder relationship building skills – able to manage relationships with diplomacy, tact and confidentiality (Essential)
- Able to work under pressure to tight deadlines and to multi-task (Essential)

Personal

- An interest in the vision and purpose of the Linnean Society (Essential)
- An interest in academic publishing (Essential)
- Commitment to developing a positive and supportive workplace culture (Essential)
- Commitment to equality, diversity and inclusion (Essential)
- Commitment to the highest professional standards (Essential)
- A positive can-do attitude (Essential)