

Job title	<b>Assistant Editor – Applied Ecology Resources and Ecological Solutions and Evidence</b>
Reports to	Head of Product Development
Purpose of job	Coordinate a growing online resource and journal to better connect ecological practitioners and researchers, including: maintaining an online database of ecological grey literature; managing a timely and fair peer review process for all submitted journal articles; establishing relationships with Editors, member organisations, advisors, and service providers; and organising the marketing, publicity and web-based activities for the journal and resource.

## KEY RESPONSIBILITIES

### Database management

- Work with external partners and BES teams to ensure Applied Ecology Resources (AER) is run efficiently, while continuing to seek operational improvements
- Perform basic suitability checks for grey literature uploaded by member organisations
- Maintain and update the AER membership database to ensure records are accurate and managed according to current data protection law
- Provide accurate reports on AER membership and website statistics to Head of Product Development and Advisory Board

### AER membership

- Develop and maintain relationships with member organisations
- Provide administrative support for recruitment and contract agreements
- Monitor membership uptake and use of benefits, providing regular communication and reports to members
- Provide opportunities for members to feed back to improve experience and share relevant feedback with the Head of Product Development and Advisory Board

### Journal Editorial office: *Ecological Solutions and Evidence*

- Check new submissions on receipt to ensure that they are complete and appropriate before passing them on to Editors
- Work with Editors to select and recruit reviewers, obtain reviews and ensure decisions are communicated to authors within an agreed timeframe
- Monitor progress on manuscripts to identify and resolve potential bottlenecks

- Answer author/reviewer queries where possible, and chase progress on those that have to be referred to an Editor
- Help to resolve any disputes arising during the peer review process
- Help deal with journal ethical issues as they arise on the journal
- Contribute to journal development ideas and ensure development plan goals are met
- Ensure that accurate records are maintained on the processing of all manuscripts and maintain a library of fair, constructive and clear email templates for routine correspondence
- Monitor and update guidelines and processes to streamline submission, review and publication processes
- Keep up-to-date with any ScholarOne developments to ensure that the system continues to serve BES journals effectively
- Ensure that covers, running order and adequate copy is sent to the Publishers according to an agreed schedule
- Maintain regular contact with the Production Editor so that publication runs smoothly
- Ensure that publication quality is maintained by checking and approving accepted articles and final issue proofs before publication

#### Marketing and communications

- Work with the wider BES communications strategy to ensure regular promotion of the resource and membership benefits to a wide audience via the AER newsletter and AER live
- In collaboration with Head of Product Development and Head of Marketing, promote the resource and journal via online campaigns, printed publicity and any other initiatives as appropriate
- In conjunction with Head of Product Development and Editors, identify journal articles with potential wider interest and highlight to the BES Communications team, other media contacts and/or Wiley marketing staff
- Work closely with Editors and authors to develop online materials to support published papers and make them more accessible for a practitioner audience, including blog posts, podcasts and videos
- Assist the Head of Product Development to produce and implement the journal's annual marketing plan in conjunction with the publisher
- Update web pages regularly to highlight new content
- Use social media tools to promote and maximise traffic to the journal and resource

- Represent the BES and promote the resource at the BES Annual Meeting and any relevant external meetings as required
- Assist Head of Product Development to identify and develop initiatives to engage and grow the practitioner audience to the resource

### Supporting the Boards

- Contribute to the preparation and running of Advisory Board meetings and prepare and run editorial board meetings as requested Ensure regular contact between Advisory Board, Editorial Board, publications team and other stakeholders
- Provide regular reports on all aspects of manuscript processing and Associate Editor metrics to Journal Editors and Head of Product Development
- Support the team of Associate Editors, familiarising them with BES journal policies and standard journal practices
- Assist publications team managers and Director of Publishing with any other tasks required to ensure the successful running of the BES publishing operation

## COMPETENCIES

Competency	Level
<b>Teamwork</b> Working cooperatively and constructively, building good working relationships, including valuing others	Operational
<b>Customer Focus</b> Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
<b>Commitment to Excellence</b> Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
<b>Continuous Improvement and Adaptability</b> Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Operational
<b>Resource Planning and Management</b> Planning, using, and managing BES resources effectively	Operational
<b>Analysis, Judgement and Decision Making</b> Identifying key issues and making sound decisions	Operational
<b>Information Gathering and Networking</b> Establishing and maintaining good contacts both outside and within the organisation	Operational
<b>Strategic Vision</b> Seeing the wider picture and to taking a long-term view for the benefit of the Society	Operational

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.*

*It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.*