

JOB DESCRIPTION

POST:	Head of Publishing
GRADE:	5a
DEPARTMENT:	Publishing
RESPONSIBLE TO:	Director of Membership
RESPONBILE FOR:	Publishing Team

JOB SUMMARY

Responsible for the management of the College's Publishing Team, the production and management of the RCS journals portfolio (currently the *Annals*, *Bulletin* and *FDJ*) and the provision of publishing support and consultation to the rest of the RCS.

To collaborate with all areas of the RCS to ensure that the RCS's publications are of the highest quality, and working with trustees and senior staff as necessary to achieve the results required.

Specific duties and responsibilities

Publishing

- Manage the RCS journals portfolio, including subscriptions, advertising, production, distribution and, where appropriate, editorial strategy, to maintain an excellent standard of publication – representing a key member benefit – and to optimise revenue streams and ensure value for money.
- Monitor and develop the RCS's production and distribution methods and make improvements/rationalisations where appropriate.
- Set and manage the BAN01 journals publishing budget.
- Consult on the planning, development and production of publications across all media for internal customers, working with other departments where necessary.
- Introduce new techniques and processes to maximise the effectiveness and value for money of publishing.
- Manage the online journals platform – including checking/pushing content to live, uploading digital advertising and having bi-weekly meetings with the account manager.
- Manage the promotion of journals content together with the Publishing Team and the Marketing Team.

Strategy

- Execute the role of Associate Editor of the RCS *Bulletin*, working with the rest of the editorial team and with authors and freelancers to plan editorial strategy, commission high-quality content, and develop the standing and readership of the journal.
- Provide support and strategic advice to the RCS journals committee, including presenting reports.

- Work collaboratively with all departments to develop appropriate publishing strategies to meet departmental and RCS strategic aims.

General

- Establish short and long-term publishing goals in line with business plans and analyse and evaluate the effectiveness of sales, methods, costs and results.
- Line manage the Publishing Team.
- Ensure timely publication of all RCS periodicals.
- Ensure budgets for publishing are set appropriately and that spend against budget is monitored.
- Be proactive in representing the RCS at a senior level in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director of Membership.
- Ensure effective provision of services for all publishing activities.
- Monitor in-house processes and resources and make improvements and/or rationalisations where appropriate.
- Act as point-of-contact within the RCS for any publishing enquiries and business planning.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

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All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 1998. Employees should have read and understood the College's Records Management Policy and should follow all agreed records management procedures, seeking advice where necessary.

May 2019

PERSON SPECIFICATION

POST: Head of Publishing

GRADE: 5a

DEPARTMENT: External Affairs

RESPONSIBLE TO: Director of Membership

Specification	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> Graduate calibre Experience of working in a membership organisation with trustees Experience of coordinating complex projects across many internal departments and with external suppliers Experience of setting and monitoring budgets Experience in strategic planning and execution Experience in international publishing Have knowledge of dealing with suppliers such as design agencies and printers 	<ul style="list-style-type: none"> Previous experience in medical/healthcare environment. Previous experience of working for a not-for-profit organisation
Skills and abilities	<ul style="list-style-type: none"> Excellent written and oral communication skills Able to negotiate and handle contracts Ability to assess market opportunity, conceive and produce appropriate products Ability to initiate and lead strategic business planning Ability to present reasoned argument in an objective manner High standard of computer literacy (MS Word, Outlook, Excel) Thorough understanding of grammatical principles Experience of digital publishing Excellent attention to detail Able to prioritise tasks and work to tight deadlines Able to write and edit corporate documents Ability to devise structured sales quota goals and revenue expectations Can facilitate and chair group meetings 	<ul style="list-style-type: none"> Contacts with other not-for-profit or membership organisations Experience of change management Familiarity with the Adobe Creative Suite (InDesign, Photoshop, Illustrator) Ability to proof-read and copy-edit Good design sense Familiarity with the Literatum publishing platform

**Personal
qualities**

- Good interpersonal skills
- Able to build relationships at a senior level
- Able to build external relationships with suppliers
- Team player
- Reliable, highly motivated self-starter
- Able to work accurately under pressure
- Confidence in managing others
- Flexible worker

The post holder will also need to demonstrate the following **values and behaviours**:

Diversity - we value ***diversity*** and treat each other with respect.

- I listen effectively and treat each person as an individual
- I value people with different skills, expertise and knowledge to myself
- I ensure that everyone I meet feels welcomed at the college
- I trust the people I work with and know they will work to their best ability
- I am inclusive and build good relationships with everyone I work with
- I take time to understand different views to myself for the sake of the college

Improvement - we seek continuous ***improvement***, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result

Responsibility - we take personal ***responsibility*** for all we do.

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the RCS and its priorities

Collaborative - we are ***collaborative***, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the RCS
- I highlight behaviours that are inconsistent with RCS standards

- I embrace the RCS values
- I involve others in key decisions I take at work

Prudent - we are ***prudent*** in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the RCS

Professional development - we are committed to personal ***professional development*** that benefits the individual and the College.

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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