

JOB DESCRIPTION

POST:	Managing Editor, Publications
GRADE:	3b
DEPARTMENT:	Faculty of General Dental Practice
RESPONSIBLE FOR:	No staff reports
RESPONSIBLE TO:	Head of Professional Affairs

JOB SUMMARY

The Managing Editor is responsible for the Faculty's Primary Dental Journal (PDJ) and guidance and standards publications. The PDJ is the Faculty's most valued membership benefit, and, working with an Editorial Board, the Managing Editor is responsible for its quarterly publication and distribution in print and online to around 4,500 members and subscribers. They also maintain the Faculty's portfolio of guidance and standards publications in both hard copy and online, manage the production of new publications in both formats, and will be the Faculty's in-house expert on all publishing matters.

SPECIFIC DUTIES AND RESPONSIBILITIES

- As Managing Editor of the Primary Dental Journal, ensure the quality of its content, and through engagement with external suppliers ensure its timely delivery to members and subscribers via all appropriate channels in support of the vision of the Editorial Board and the organisation's wider priorities.
- Working with the Head of Professional Affairs, to manage production and publication of the organisation's guidance and standards documents, and their delivery to members and the wider profession in appropriate formats.
- Maintain and develop the online presence of the organisation's publications.
- Identify and implement opportunities to increase the reach and influence of publications, and develop and deliver publications-related strategies
- Monitoring and reporting on the performance of publications.
- Promote Faculty publications at appropriate events.
- Any other duties that might reasonably be required of the post holder.

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.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

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 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

PERSON SPECIFICATION

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All of the following are essential unless otherwise stated.

Qualifications

- Qualified to degree level (or equivalent experience).

Experience and Skills

- Experience of publication production.
- Experience of writing for publication (or to an equivalent standard).
- Knowledge of publication production processes.
- Excellent written communications.
- Ability to edit and proof-read documents for publication.
- Experience of setting and managing projects according to schedules.
- A high level of personal organisation, and an ability to prioritise work effectively to deadlines.
- High level of attention to detail.
- Excellent IT skills.
- Experience of production of an evidence-based publication (desirable)
- Knowledge of the academic peer review process (desirable)
- Experience as the managing editor of a publication (desirable)
- Experience of publishing online (desirable)
- Experience of negotiating with suppliers (desirable)
- Knowledge of project management principles (desirable)

People and interpersonal skills

- Ability to negotiate and engage credibly with senior Members, contributors, staff and suppliers.

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 College 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 College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College 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 College

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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