**Job Description**

**Job title:** Director of Publishing

**Reports to:** Chief Executive

**Purpose of job:** To develop and manage the BES' portfolio of publications. Ensure their quality (as indicated by reputation, impact and readership) is maximised, new opportunities are taken advantage of and income is enhanced.

**KEY RESPONSIBILITIES**

**Strategy**

- Play an active role in shaping the BES’s long-term strategy for its publications, in collaboration with the Publications Committee and its chair
- Contribute to the development and implementation of the publications strategic plan, ensuring this is consistent with the Society’s overall objectives
- Horizon scan for new product development opportunities
- Incorporate new delivery methods and uses for scientific information so that the BES remains at the cutting edge of scholarly publications
- Monitor, influence and respond to the changing strategies of other publishers and of the major bodies that fund ecological research
- Respond to consultations on open science and/or other policy changes that may impact the Society’s publications or our authors
- Maintain and develop our relationship with the Society’s publisher to maximise the value and opportunities to the BES
- Contribute to the production and oversight of annual development plans for each journal

**Leadership**

- Develop and lead the publications team, harnessing their energies to deliver timely, high quality publications
- Ensure the team structure remains fit for purpose and consider new opportunities to develop this on an ongoing basis
- Manage the performance of publications staff (direct line management of Managing Editors, plus oversight of Assistant Editors) in accordance with BES policies and procedures
- Ensure staff are trained and developed to meet the continuing requirements of their position, and, wherever possible, in line with their aspirations
- In collaboration with Managing Editors, provide oversight of the recruitment process for new Journal Editors
- Contribute to a wide range of Society activities and provide cover for other Senior Management Team members
Ensure that the organisation’s equal opportunities and diversity policies are followed through in practice

Delivery

- Ensure that service agreements with the Society’s publisher are upheld and updated to safeguard the BES’s interests
- Regularly review the publishing contract to ensure that it remains fit for purpose and coordinate any renegotiation/tender process
- Liaise with our publisher to identify, report and resolve potential production problems
- Develop and regularly assess the journal portfolio performance against targets
- Work closely with the chair of the Publications Committee to set Committee agendas, participate in meetings and prepare and present papers

Communications

- Make regular contact with Journal Editors to ensure that they remain engaged with the BES and cross-journal issues, and any concerns are understood
- Facilitate a collaborative approach to sharing good practice across the portfolio
- Raise the profile of the BES as a Learned Society publisher through regular attendance at seminars and conferences, as well as communication and networking with other publishing professionals
- Promote the strength of BES journals at ecological or other appropriate meetings and events in the UK and overseas
- Engage with the ecological community to better understand their needs and how publications and strategy could better fulfil them
- Participate in non-publications BES Committees and meetings as required
- Participate in quarterly Board of Trustee meetings, contributing, preparing and presenting papers as required

Finances

- Prepare, manage and monitor the Publications budget, making best use of resources to achieve required outcomes to deadline and within budget
- Overall control and oversight of individual journal budgets
- Seek to maximise publications revenue for the Society, maintaining and growing this where possible
- Responsibility for approving financial transactions in absence of the Chief Executive

This job description is not intended to be either prescriptive or exhaustive. It is issued to outline the main areas of responsibility at the time of writing. Your line manager will, in discussion with you, review the job description annually.

It is the British Ecological Society’s intention to work with you to update and incorporate changes to your job description as required. However, if agreement cannot be reached, BES reserves the right to impose changes.
PERSON SPECIFICATION

Essential

The successful candidate will have:

▪ significant experience of STM publishing management, including working with/for a commercial publisher
▪ demonstrable ability of strategic planning and its implementation
▪ strong publishing product development experience
▪ commercial awareness and financial acumen, with experience of developing, managing and monitoring profitability
▪ knowledge of the academic sector
▪ demonstrable ability to manage change without significant effect on the delivery of a quality product
▪ excellent organisational skills with the ability to meet multiple deadlines and prioritise work in a pressured environment
▪ a wide network of publishing contacts
▪ a successful track record of recruiting, developing, changing and leading both internal and external teams
▪ the ability to build constructive working relationships with a wide range of key stakeholders
▪ a collaborative style and the ability to relate to a wide range of individuals and audiences
▪ demonstrable outstanding communication skills
▪ the ability and confidence to act as an ambassador for BES journals to publishers, academics and the wider public
▪ availability for occasional travel across the UK or overseas where necessary in delivery of the role

Desirable

The successful candidate may also have:

▪ interest in the science of ecology and its dissemination
▪ experience of working with/for a membership organisation
▪ appreciation of the culture and governance of charity organisations
▪ knowledge of funders of ecological science in the UK and globally