



JOB DESCRIPTION

EDITORIAL ASSISTANT

Location: London
Reports to: Senior Editorial Assistant
Grade: 2

Who we are

The Royal Pharmaceutical Society is the professional membership body for pharmacists and pharmacy in Great Britain. We advance the profession of pharmacy for public and patient benefit to secure the future of the profession and our members.

What we do

We lead and promote the advancement of science, practice and education in pharmacy to shape and influence the future delivery of pharmacy driven services.

We support and empower our members to improve health outcomes for society through professional guidance, networks and resources

How we work

We are:

- Focused on delivering for members, patients and the public
- Committed to listening and learning
- Collaborative in our approach to success
- Dedicated to excellence in everything we do

JOB PURPOSE

To assist the editorial team in providing quality assurance for data outputs of the content, including running pre-publication tests and product QA, and undertaking administrative tasks including those that support communication with end users.



MAIN ACCOUNTABILITIES

1. To undertake routine checking procedures involved in production of publications, including proof reading, and checks of cross-references and the index and other tasks relevant to the quality assurance of the publication outputs;
2. Assist in the timely delivery of content both by managing contributions, where appropriate, and by processing material according to production schedules;
3. To undertake, as directed, the co-ordination of processes involved in the creation and compilation of publications;
4. To undertake the collection and assembly of data either as research projects or report writing to support content creation;
5. Respond to general correspondence and assist with the development and maintenance of tools used in the management of correspondence;
6. Provide general administrative support for the whole team, in particular, deputizing for the Senior Editorial Assistant when required;

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

SUCCESS MEASURES

- Meeting deadlines or renegotiating deadlines if necessary (but demonstrating an understanding of the limitations of rescheduling);
- Thorough, accurate and timely processing of information;
- Well planned and managed contribution to projects;
- Timely response to external communication;
- Effective working relationships both with colleagues and external partners.

CORE RESPONSIBILITIES FOR THIS JOB

- Personal responsibility;
- Achieving results/delivering performance;
- Problem solving.



BEHAVIOURAL COMPETENCIES

Behavioural competency	Level required – ops, mgr, senior mgr
Strategic perspective	Ops
Delivering a member and customer focused service	Ops
Communication	Ops
Planning and organisation	Ops
Openness to change	Ops
Negotiating and influencing	Ops

KNOWLEDGE & SKILLS FOR THIS JOB

- A further education qualification in physical or life sciences, information sciences, or other appropriate qualification;
- Experience in the use of computers and searching scientific databases;
- Ability to work effectively within a team;
- Ability to work to tight deadlines and to organise own workload;
- Meticulous eye for detail and ability to work accurately under pressure.