

JOB DESCRIPTION

EDITORIAL CO-ORDINATOR (PHARMACEUTICAL PRESS)

Location: Based in London
Reports to: Content Manager (Science and Therapeutics)
Responsible for: N/A
Grade: 3

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

Pharmaceutical Press is the publishing division of the Royal Pharmaceutical Society, which acts as the premier source of information for Pharmacists, supplied through our range of publications in both book and digital form; advice to members via our helplines; through published advice and guidance; and training and faculty products.

This role is to provide specialised administrative support to Pharmaceutical Press with emphasis on the coordination of governance and freelancer administrative tasks for the Editorial department.

MAIN ACCOUNTABILITIES

1. Actively manage currently scheduled administration tasks, and with limited guidance, develop and manage department plans for future administration support requirements in the Editorial team.
2. To provide administrative support for the governing groups of the Pharmaceutical Press editorial processes; including but not limited to the BNF publications, Clarke's Analysis of Drugs and Poisons, the Handbook of Pharmaceutical Excipients, and the Palliative Care Formulary. Main accountabilities to include, contract processing; arrangement and coordination of travel and meetings; minute taking; provision of papers in advance of meetings and ensuring appropriate follow up;
3. To provide administrative support for the management of our team of Editorial Outworkers (Freelance Writers); including but not limited to invoice and contract processing; and annual meeting organisation and coordination;
4. To provide administrative support in the coordination and management of our large number of Editorial Advisors and Contributors. Including but not limited to contract processing; support to our online communication forum; and effective support to the Editorial team in maintaining good relationships with all stakeholders;
5. To provide appropriate administrative support to the Editorial team, including drafting correspondence; credit card and invoice reconciliation; arrangement and coordination of travel and meetings; assisting the collection of artwork and copyright permissions ahead of publication deadlines; and assistance with general administrative record keeping, data management tasks and processing;
6. To undertake or coordinate the provision of information, researching and assembling information from information sources as required;
7. In conjunction with the central Directorate administration team to develop and maintain Editorial administrative and information procedures, such as travel booking, room booking, and other functions as appropriate;
8. To deputise for the Directorate administration team when necessary.

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

- Effective administration ensuring smooth communication between stakeholders throughout the content creation process; Efficient handling of content, contracts and invoices working closely with other team members and senior staff when required;
- Maintenance and development of department administrative and information procedures including IT systems which are compliant with GDPR legislation;
- Provide effective management for all Editorial meetings where appropriate; including room booking, agenda coordination, material collation and minute taking.

CORE RESPONSIBILITIES FOR THIS JOB

- Personal responsibility and Integrity
- Achieving results/delivering performance
- Problem solving

BEHAVIOURAL COMPETENCIES

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

KNOWLEDGE & SKILLS FOR THIS JOB

- Graduate calibre or with previous administration skills and experience (desirable 2-5 years);
- Highly skilled in the use of Microsoft Word, PowerPoint and Outlook, the Internet and creating/maintaining computerised records (in particular using Microsoft Excel);
- Excellent communication skills; written and verbal;
- Ability to work in a high pressured environment in an organised and systematic manner;
- Ability to develop and implement administrative systems and procedures, using information and communication technology;
- Effective at building relationships and working flexibly across professional and operational boundaries.

DATE JOB DESCRIPTION AGREED: December 2018