



JOB DESCRIPTION

MANAGING EDITOR

Location: London
Reports to: Senior Editor – Research & Learning, Pharmaceutical Journal Publications
Grade: 5

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world.

Our values

At the core of our culture, our Values Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals.

We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars and news that informs, supports and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities and financial services.



JOB PURPOSE

We are seeking a Managing Editor to manage the performance of our portfolio of peer-reviewed journals published in partnership with Oxford University Press (OUP). This role is embedded within the RPS and involves managing the editorial office to ensure the journals are published in a smooth and timely manner and to a high standard, providing support to the Editors-in-Chiefs and Associate Editors. This role presents an opportunity to make a meaningful contribution to strategic development of our journal's portfolio.

You will combine your experience of working with peer-reviewed content with your strategic insights of the research publishing industry to drive the development of our portfolio—which includes *the Journal of Pharmacy & Pharmacology*, the *International Journal of Pharmacy Practice*, the *Journal of Pharmaceutical Health Services Research*, *Pharmacy and Pharmacology Reports* and *Clinical Pharmacist*—to ensure the RPS continues to improve and grow the portfolio while adapting to the emerging needs of authors, researchers, librarians and RPS members.

MAIN ACCOUNTABILITIES

1. To work with Editors-in-Chiefs, Associate Editors, RPS publishing team and OUP to define portfolio and journal-level strategies, including implementing and tracking agreed actions.
2. With support from the editorial assistant, manage the editorial process for manuscripts submitted to the journals, from submission to publication, liaising closely with authors, editors and colleagues at OUP and the RPS.
3. Drive engagement with our journal portfolio, identifying opportunities to cross promote content collections and editorial campaigns to support cohesion across the Society's publishing activities.
4. To assume responsibility for the online submission system, ensuring that relevant changes and developments are made in a timely manner, and that all editors are trained to use the system effectively.
5. To prepare journal and portfolio level reporting as and when required.
6. To stay abreast of developments in the broad field of pharmacy, and in the journals competitive environment, to assist editors in identifying emerging areas of interest to the journals and potential new developments including to journal policies and processes.
7. To prepare and participate in journal editorial board meetings, Society meetings, and additional meetings as required, to take minutes and to carry out agreed follow-up actions
8. With support from the Senior Publisher where required, efficiently log and investigate all ethical issues following COPE guidelines until resolution.
9. Drive growth in our research publishing activities in support of the RPS mission to ensure we continue to disseminate impactful research to pharmaceutical scientists and pharmacy researchers.

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

- All journals published on scheduled and to expected standards
- Regular journal performance reviews conducted with EiCs
- Improved journals KPI (time to decision, numbers of submissions, usage)
- Regular engagement with EiC and editorial boards to create a sense of community
- Journals launches to agreed timelines, supporting marketing plans and editorial development

KNOWLEDGE & SKILLS FOR THIS JOB

- A masters/doctoral degree in a relevant subject area pharmacy, pharmacology, biomedical or related discipline
- A masters/doctoral degree in a relevant subject area
- Experience in running the editorial office of a high profile STM journal
- Experience with ScholarOne online submission system
- Excellent time management and prioritisation skills
- Excellent communication skills

DATE JOB DESCRIPTION AGREED: November 2022