



## **JOB DESCRIPTION**

### **MANAGING EDITOR, RPS JOURNALS**

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

#### **Who we are**

The RPS is the professional membership body for pharmacists and pharmacy in Great Britain.

Our mission is to put pharmacy at the forefront of healthcare. Our vision is to be the world leader in the safe and effective use of medicines.

#### **What we do**

Since RPS was founded in 1841 we have **championed** the profession and are internationally renowned publishers of medicines information.

We **advocate** for the profession of pharmacy putting them at the forefront of healthcare through influencing policy at a local, regional, national and international level.

We **publish** high quality standards, guidance and reference sources to support all healthcare professionals deliver the safest and most effective care for the people they serve.

We support our members to **develop** their skills and provide guidance and advice to help them progress through their professional career.

Together, we are pharmacy.

#### **How we work**

Our **behaviours** guide the way we act:

**Be inspiring:** We inspire advances in pharmacy practice to deliver our Vision. We work together as one team towards a common goal.

**Be relevant:** to each other's needs and those of our members, the pharmacy profession and the public.

**Be empathetic:** to the challenges our colleagues and members face.



## 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 journals 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*, 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 individual journal editorial assistants, 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 researchers 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.**

#### **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
- Strategic insight into journal and portfolio development
- 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: October 2020**