

Job description

Location: London Remote currently

Salary: £35K - £40K depending on experience

Contract type: 12 months fixed term contract

Position type: Full Time

Closing date: 4th January 2021

Background

RCVS Knowledge is a charity whose mission is to advance the quality of veterinary care for the benefit of animals, the public and society. We do this by providing a range of resources and services to veterinary surgeons, veterinary nurses and the wider veterinary industry. We are the charity partner of the Royal College of Veterinary Surgeons, which sets, upholds and advances the educational, ethical and clinical standards of veterinary surgeons and veterinary nurses.

The *Veterinary Evidence* journal is an online only, open access, peer-reviewed journal owned and published by RCVS Knowledge. It publishes content relating to evidence-based veterinary medicine (EBVM) and its application in veterinary practice.

Job purpose

The Managing Editor will be responsible for developing and managing the publication process to ensure the high quality and timely publication of peer-reviewed content in the *Veterinary Evidence (VE)* journal. They will lead on the strategic development to grow the journal's impact and reputation.

Key responsibilities

- Advise and assist the Editor-in-chief and editorial board in the strategic planning and execution of *VE*'s editorial program.
- Ensure that *VE* complies with editorial policies and procedures and upholds standards of ethical conduct at all stages of the publication process.
- Keep abreast of, and implement, new scholarly publishing initiatives to ensure the success of *VE*.
- Ensure *VE* complies with the criteria set by databases and indexers.
- Develop and lead the implementation of commissioning plans.
- Work closely with stakeholders and editorial board members to encourage submissions and engagement in peer review and other related activities.
- Prepare and present monitoring reports to the Editor-in-chief, editorial board and Board of Trustees.
- Undertake the recruitment and selection of editorial board members.
- Prepare, negotiate and renew editor agreements.
- Host annual editorial board meetings alongside the Editor-in-chief, present formal reports and proposals, and lead discussion as an aspect of maintaining and improving the editorial relationship.
- Build and maintain relationships with the veterinary community, readers, editors, authors and reviewers.

- Work closely with the Communications team to improve the visibility, uptake and reputation of *VE*.
- Work with the Digital team to continually improve the user experience of authors, reviewers and editors.
- Plan and manage projects related to *VE* working in conjunction with other departments and stakeholders as appropriate.
- Lead, develop and manage the performance of the Editorial and Production Assistant.

Other

- Participate in conferences and symposia.
- Other duties as required and commensurate with the post but not described above.

Essential criteria

- Bachelor's degree required
- Three or more years' of journal management experience

Skills, knowledge & experience

- Extensive experience of online publishing
- In-depth knowledge of all aspects of the publishing process
- Proven track record of working with a wide variety of stakeholders and delivering successful results
- A working knowledge of healthcare publishing
- Knowledge of HTML
- Demonstrable expertise in project management
- Excellent writing, editing, research, and communications skills
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Motivated with meticulous attention to detail

Desired skills, knowledge & experience

- A working knowledge of medical or veterinary terminology and evidence-based medicine
- Experience of working with digital publication software
- Experience of working with HTML
- Line management experience

Application

To Apply please visit <https://rcvs.current-vacancies.com/Jobs/Advert/2061274?cid=1971&t=Managing-Editor--Maternity-cover>
Click the Apply Now button and please include a CV and Cover letter within the same document.

To see more on RCVS Knowledge visit: <http://knowledge.rcvs.org.uk/home/>

We are scheduling interviews as the applications come in. So apply now.

The RCVS is an equal opportunities employer & Stonewall Diversity Champion

We offer flexible working, 2 days paid volunteering per year, Holiday Trading, Loyalty Bonus, Babylon Health app free, Employee Assistance program, Free eye tests, In House Staff Massages and a generous pension and benefits package.

Applicants must have the right to work in the UK.

We are an equal opportunity employer and Stonewall Diversity Champion and have featured in the rankings of the Great Place to Work Awards for the past 6 consecutive years (2014 – 2020).