Job description for Journals Manager

Job title: Journals Manager
Accountable to: Director of Finance, Membership and Publishing
Location: Working from home with office space in London available two days a week. Occasional travel is required
Contract type: Permanent - 35 hours per week
Salary: £46k - £50k
Hours: Full-time role, 35 hours a week.

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery and make a positive impact on health. With over 4,300 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives, to connect our community, champion career development for our members and to catalyse change for the benefit of research, clinical delivery, and public health.

The BSI is an influential and authoritative voice for immunology, a key scientific and health field that plays a central role in many of the most pressing global health challenges we face, including research into the COVID-19 pandemic, developing new treatments and vaccines, which have saved many millions of lives, and supporting ageing populations to experience healthier lives for longer. Now is an exciting time for immunology, which is seeing new therapies (such as novel vaccines and cancer immunotherapies) come into the clinic to improve patient health.

The BSI undertakes a range of activities in support of members, including delivering an extensive programme of innovative meetings and events, promoting and disseminating research and good practice in immunology, translational medicine and vaccination, and engaging with learned societies and other partners in pursuit of shared goals. The BSI has a network of over 30 Regional and Affinity groups (based on location or topic) holding regular seminars and talks.

Launched in 1966, Clinical & Experimental Immunology is currently the flagship journal within the BSI portfolio, which has recently expanded to include two new Open Access journals. Immunotherapy Advances launched in late 2020 and our newest journal, Discovery Immunology launched in late 2022. Our journals cover the breadth of immunology research from bench to bedside and they are published in partnership with Oxford University Press (OUP) but managed within the BSI.

Scope and purpose of the role

This is an exciting time to join the BSI to play a key role in influencing the future of our journals portfolio. The Journals Manager will be responsible for the development, management and delivery of the BSI’s journals portfolio. This role involves leading the development of the journals, in particular the
two new journals ensuring they meet all milestones and targets in terms of indexing, submissions and income.

This role will co-ordinate the editorial boards, be first point of contact for the Editors-in-Chief and our publisher and line manage the Editorial Co-ordinator.

The Journals Manager will use their knowledge and expertise within publishing to ensure all editorial functions adhere to current best practice. We’re looking for someone with significant experience, excellent interpersonal skills and a passion for delivering and developing an internationally renowned portfolio of journals.

Specific duties and responsibilities

Editorial
- Deliver and track performance against the publishing strategy for the three journals via initiatives such as the journal targets, journal development plans, annual journal strategy days and other initiatives
- Ensure that the launch journals pass key indexing milestones at the earliest opportunity
- To build and maintain productive and effective working relationships with the Editors-in-Chief of our journals, their Associate Editors and Editorial Board members, to continuously enhance the quality and visibility of the journals
- To work with OUP’s publishing, marketing and production teams to ensure journals are meeting targets
- Identify and actively commission review content for our journals and work with the Editorial Co-ordinator to oversee the timely delivery and appropriate scheduling of this content
- To manage and develop the Editorial Coordinator ensuring they have training on new technology and other areas as necessary
- In consultation with the Editor-in-Chief and Director of Finance, Membership and Publishing, oversee the recruitment and onboarding of Editors and Editorial Board Members
- To keep updated on the finances of the journals and work on the budget with the Director of Finance, Membership and Publishing
- Work with Director of Finance, Membership and Publishing, to recruit and engage with the Editors-in-Chief, Associate Editors and Editorial Board members ensuring excellent working relationships and succession planning where required
- To handle queries or issues relating to editorial and ethical policies, with support from the Director of Finance, Membership and Publishing and our Publisher.

Production:
- Work with the Editor-in-Chief to compile each issue of the journal, checking the pipeline to advise on the number of reviews and original articles
- Manage production schedule, organising embargos and holding back papers as necessary (press releases or reviews for special series)
• Work with the Editorial Co-ordinator to ensure that the pipeline remains healthy, and papers move through the system efficiently
• Oversee the timely publication of special issues, review series and Editorials, coordinating timelines with authors, editors and reviewers from proposal to publication.

Other responsibilities:
• To work with the Director of Finance, Membership and Publishing, and the marketing team to produce and implement an effective marketing strategy for the journals, supported by analysis from OUP
• Represent the BSI and BSI journals at external meetings and promote the Society’s journals together with our Publisher
• Oversee publishing team plans around equality, diversity and inclusion activities, implementing policy changes, developing new projects and working across teams to align with society vision and framework
• Conduct research around the wider market to assess performance and identify areas of growth
• To report on agreed key performance indicators for the journals portfolio.
• Participate fully in BSI staff meetings, team meetings and one-to-ones, contributing knowledge and ideas to help improve the Society’s activities
• To support and develop an effective Editorial Coordinator to ensure they reach their individual and team objectives
• Take responsibility for and chair a busy schedule of regular meetings including with Editors-in-Chief, Editorial Boards, Marketing/Publishing meetings, and other internal meetings to exchange updates and discuss the progress of journal and society strategy
• Closely integrating the Society’s journals with other functions of the Society, e.g BSI Congress
• Attend Society conferences and meetings, including the BSI Congress as a representative of the journals and the Society.

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**Person specification**

**Education and experience**

**Essential**
• Graduate or equivalent
• Significant experience of STM publishing, subscription and open access business models, and editorial workflows
• Ability to work flexibly to meet deadlines and / or attend external conferences
• Experience using peer review systems e.g. ScholarOne
• Experience of working with a wide variety of community and stakeholder groups to build trusted and productive relationships
• Strong level of IT literacy

**Desirable**
• Post-graduate qualification in immunology or life sciences
• Experience of transitioning journals between publishers
• Strong data analysis skills and an understanding of journal and article level metrics
• Experience of launching new open access journals
• Experience of publishing portfolio development
• Experience of line management
• Knowledge of membership organisations and learned societies
• Budget management
• Experience of working with committees and partners

Skills and capabilities

**Essential**
• Excellent interpersonal skills, with ability to build relationships with wide variety of people from relevant sectors
• Excellent written and verbal communication skills with the ability to communicate effectively
• Excellent project management and organisational skills, with ability to work across multiple projects and overlapping deadlines
• Highly self-motivated, capable of working independently as well as collaboratively
• Professionally and confidently represent the organisation and our sector expertise with a range of contacts and presenting to audiences
• Highly developed negotiating and influencing skills
• Confident facilitator
• Demonstrate positive and collaborative attitude to all aspects of work
• Ability to work autonomously without supervision, making decisions or requesting managerial support as appropriate
• Ability to move between details and the bigger picture

**Desirable**
• Experience of working in a science or healthcare environment
BSI Values and Behaviours

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

We are:

**Ambitious and committed**

**Evidence-based and responsible**

**Collaborative and inclusive**

**Agile and energetic**

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**Ambitious and committed**

- Solution focussed
- High performing
- Forward thinking
- Determined
- Driven
- Realistic

**Evidence-based and responsible**

- Promoting science
- Creating a platform for experts
- Championing immunology
- Act with integrity
- Reflect and learn
- Rigorous

**Collaborative and inclusive**

- Compassionate and supportive
- Fostering new partnerships
- Valuing and seeking opinions
- Open minded
- Respecting and promote diversity
- Communicate clearly

**Agile and energetic**

- Courageous
- Acting decisively
- Flexible
- Proactive
- Enthusiastic
- Empowering