

Job Description for Editorial Coordinator

Job title: Editorial Coordinator

Accountable to: Journals Manager

Salary: £24,000 - £28,000

Location: BSI offices, 34 Red Lion Square, London, WC1R 4SG

Hours: Full time, 35 hours per week, office-based

The British Society for Immunology (BSI) is a dynamic membership organisation and a Learned Society, whose mission is to promote excellence in immunology research, scholarship and clinical practice for the benefit of human and animal health. With over 3,500 members, we run scientific meetings across the UK, publish two scientific journals, *Immunology* and *Clinical & Experimental Immunology*, and award grants and bursaries. The BSI also engages with the public and policy-makers through our communications, policy, careers and public engagement work.

Scope and purpose of the role

This challenging and busy role is an excellent opportunity to build on your publishing experience in the Editorial Office of a science and health membership organisation.

The BSI's official journals, *Immunology* and *Clinical & Experimental Immunology*, are influential and authoritative voices in the immunology community, a dynamic field encompassing scientists in research labs and clinics globally. We are looking for an Editorial Coordinator with strong organisational and problem-solving skills and a passion for great customer service to join our ambitious Editorial Office.

The Editorial Coordinator will be responsible for administrating the peer review process on the journals, providing support to the Editorial Board for a range of commissioning activities, and communicating with authors, reviewers and editors to answer questions and resolve any difficulties they might have.

The role is ideally suited to an intelligent and organised individual who is looking to build on their experience in the publishing sector.

Specific duties and responsibilities

Managing peer review

- Communicate with authors, reviewers and editors by email and telephone to answer queries and resolve any difficulties they might have during manuscript handling
- Administer the peer-review process from manuscript submission to final editorial decision, including managing the journals' mailbox and keeping internal teams apprised of copy-flow and timelines

- Keep ScholarOne manuscript database up-to-date with details of editors, authors, referees and manuscript transactions
- Carry out quality-control checks on new submissions, resubmitted articles and articles that are due for export to the production department
- Ensure peer review is conducted in a timely manner by managing automated reminders and sending email/telephone reminders to editors, reviewers and authors
- Use plagiarism software iThenticate to assess submitted manuscripts
- Ensure editor and reviewer decisions regarding manuscripts are handled and communicated efficiently to authors
- Maintain current and accurate records of all relevant communications for all manuscripts and journals
- Communicate information regarding process changes to Editorial Board as required
- Identify any areas or systems where improvement would lead to increased efficiency in terms of accuracy, speed of review and turnover of manuscripts

Reporting and meetings

- Use ScholarOne manuscript management system to produce reports on aspects of journal performance such as submissions, decision ratios, turnaround times and editor performance
- Maintain journal performance spreadsheets for Editorial Office reference, and discuss changing trends or concerns about journal performance with Journals Manager
- Schedule and administrate quarterly journal conference calls with the Editorial Board and contribute knowledge on journal health and journal reports
- Schedule and administrate additional meetings in the Editorial Office calendar

Managing commissioned content

- Support the commissioning work of the Journals Manager and Editorial Board
- Liaise with commissioned authors to gain agreement and set timelines
- Track progress of commissioned articles from initial request through to production in commissioning tracking sheets and ScholarOne
- Regularly update authors and editors of commissioned content on progress of commissioned articles through submission and peer review
- Perform initial checks of submitted sketches following our illustrator's guidelines, and act as liaison between illustrator and authors
- Process honorarium payments for authors with BSI Finance Team

Other responsibilities

- Provide support for promotional work around the journals
- Contribute to internal and external meetings on knowledge of journals
- Represent the BSI at external events to promote BSI journals, which may involve travel in the UK and occasional weekend working
- On occasion provide general assistance to other teams within the BSI

Person specification

Education and qualifications

- Educated to degree level or equivalent
- Strong level of IT literacy

Essential skills for this role

- Excellent organisational and time-management skills are required, together with the ability to work under pressure and to meet deadlines
- Attention to detail
- Experience of providing high-quality customer service
- Excellent communication skills (both verbal and written)
- Project management skills, with ability to work independently across multiple projects
- Track record of identifying issues and using own initiative to suggest solutions
- Track record of balancing multiple and potentially conflicting priorities
- Demonstrates positive and collaborative attitude across all aspects of work
- Willing to 'go the extra mile' to help others and themselves achieve goals
- Willingness to travel in UK
- Demonstrable interest in science

Desirable skills for this role

- Previous administration experience and/or experience in STM publishing is desirable
- Willing to work some weekends if necessary, with time off in lieu
- Educated to degree level in a scientific discipline