

**Job Title:** Publishing Manager

**Location:** Home-based and a few days a month in Burlington House

**Reporting Chain:** Executive Director

**Hours:** 14 hours/2 days a week (Job share)

**Salary:** On application

Royal Astronomical Society

### Job Summary

This is an exciting opportunity for an experienced publishing professional, well acquainted with the academic research environment, to strategically develop the successful publishing portfolio. Working with the current Publishing Manager, you will manage the Society's publications and Editorial staff, and lead the development of our journals and digital products in partnership with our key stakeholders, as well as support the RAS' mission, vision and strategic goals.

The ideal candidate will be a leader and manager with excellent influencing and communicating skills, be confident with handling multiple high-priority projects simultaneously, be passionate about building positive working relationships with a range of stakeholders, as well as being organised and methodical, adaptable and open to innovation and change.

### Location

The role will be home-based but with a few days a month in our office, situated within Burlington House in London.

### Function of role

- Lead the Editorial team and support the activities of the publishing portfolio and the RAS.
- Organise recruitment as necessary.
- Work with the Editors-in-Chief to establish appropriate structures and processes to drive forward key projects, evaluating success and impact against identified metrics.
- Form a close working relationship with our publisher and work with them to manage our numerous Editorial Boards and committees across the portfolio.
- Oversee the online submission systems and ensure the highest ethical standards across the submission, peer review and acceptance processes.
- Use your commercial acumen and knowledge of journal publishing to effectively handle budgets and identify new opportunities.
- Represent the journals and the RAS at conferences and events.
- Ensure the timely completion and presentation of annual and ad hoc monthly reports.

- Deliver effective online and in-person training courses to our Authors and Referees.
- Provide IT support in maintaining the submission systems and databases and journal webpages.
- Be able to travel occasionally and attend conferences and meetings, both locally and internationally.
- Undertake any other reasonable duties as required by the Executive Director, committees, Editors-in-Chief or Senior Management Team.
- Keep Executive Director informed of issues arising.

#### Person specification

- Significant experience within academic research and peer review processes and systems.
- A collaborative work ethic and ability to engage positively with colleagues and stakeholders.
- Strong experience of influencing and communicating and you are highly detail-orientated.
- Demonstrable leadership and line management experience.

While not essential, we would welcome your application if you have a PhD in astronomy or geophysics.

Diversity, Equality and Inclusion policy: The RAS is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of colour, ethnic or national origin, race, gender, gender reassignment, sex, sexual orientation, disability, age, religious or political beliefs, marriage and civil partnership, pregnancy and maternity, or family circumstances.