

Job description: Managing Editor

Please sign in agreement at the end of this document, acknowledging you understand the job description as it is detailed herein. This must be returned to HR@isuog.org.

Responsible to: Chief Executive Officer

Staff responsibilities: Senior Production and Technical Editor, Editorial Coordinator, Assistant Editor

Status: Permanent, full time

Staff liaisons: All members of the UOG team, members of the ISUOG Management Team (IMT)

Salary: Salary will be disclosed and discussed with applicants.

Location: This role is based at 122 Freston Road, London, W10 6TR.
Hybrid working is currently in place, working from the office for a minimum of two days per week, subject to any COVID restrictions.

Job context:

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation operating across 140 countries and comprised primarily of clinicians who are ultrasound experts in the field of Obstetrics and Gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and wellbeing globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

Ultrasound in Obstetrics & Gynecology (UOG) is the official journal of ISUOG. It is recognised as the leading peer-reviewed journal on imaging within the field of obstetrics and gynecology, publishing important research from all parts of the world. UOG has an impressive Impact Factor, with more than 6 million article downloads each year. It is published monthly and features an international authorship and a fully electronic manuscript submission and review process.

Job purpose:

1. To work with ISUOG's Chief Executive Officer, Editor-in-Chief and Publisher, as appropriate, to review Journal strategy and implement new developments in publishing;
2. Management, improvement and development of UOG's internal operations and services to its stakeholders;
3. The provision of leadership and supervision to Journal team members to succeed in their roles;

4. To support the Editor-in-Chief to ensure effective planning of issues and the publication of articles of the highest scientific quality, scientific value and impact;
5. To liaise with UOG's Publisher, and other external suppliers, to ensure state-of-the-art systems and processes to facilitate high-quality and timely publication.
6. To continuously improve stakeholder experience, including monitoring and evaluating authors' and reviewers' experiences.
7. To act as the first point of contact for the Editor-in-Chief, Editors and Editorial Board.

Main duties and responsibilities

1. Leadership

- Be an active, collaborative and effective member of the ISUOG Management Team (IMT), which has the responsibility for delivery of key business areas within the Society including strategic project delivery and performance, people and organisational management, development and capacity, and departmental financial and risk management;
- Lead the Journal team to proactively manage and deliver ISUOG's Journal publication in a timely manner;
- Lead the Journal team to deliver the best Journal publication possible;
- Be responsible for team professional development, assess and develop team skills across the Journal team to promote talent;
- Collaborate with appropriate teams within ISUOG to facilitate strong relationships that maximise the Society's effectiveness and impact.

2. Strategic management

- Work with ISUOG's Chief Executive Officer, the Editor-in-Chief, Editors and Publisher to identify and implement strategies to develop the Journal and maintain its relevance in line with ISUOG's strategic plan;
- Strategise with the Editor-in-Chief, Editors and Publisher to identify and encourage submission of high impact research;
- Advise and support the Editor-in-Chief, and meetings of the Editors and Editorial Board;
- Collaborate with ISUOG's and the Publisher's communications teams to develop promotion and dissemination strategies for the Journal.

3. Editorial and production oversight and management

- Oversee Journal production to ensure timely publication of the issue each month;
- Develop and implement effective peer review and editorial workflows and processes to facilitate an effective editorial service;
- Work with the Editor-in-Chief to plan issues, special issues and themed content;
- Work with the Editor-in-Chief to support the final decisions process to ensure publication of the highest-quality scientific content;
- Ensure consistency in editorial decision-making, aligned with ongoing evaluation of prevailing manuscript submission and rejection rates;
- Perform effective proofreading and correction of accepted papers;

- Communicate with authors regarding editing and publication of their articles;
- Liaise with typesetters to create final content;
- Ensure detailed check of the press set prior to issue publication.

4. Operation and stakeholder management

- Review, design and adapt editorial workflows to deliver an efficient editorial service;
- Review and implement the annual UOG editorial budget;
- Communicate with authors, reviewers and Editors, as a minimum, to ensure stakeholder satisfaction;
- Supervise, monitor, and train staff as appropriate to deliver optimally to their job roles;
- Oversee any external editorial services, as required, to deliver efficient author support and effective peer-review services;
- Follow-up, delegate and implement, as appropriate, Editor meeting actions;
- Monitor and provide feedback on the performance of Editors in collaboration with the Editor-in-Chief;
- Manage the rotation of Editors and Editorial Board in collaboration with the Editor-in-Chief.

5. General

- Compliance with data protection guidelines, GDPR and ISUOG policies;
- Development of positive relationships with all stakeholders, internal and external;
- Support the Chief Executive Officer to ensure effective journal and production operations and delivery;
- Performance of other duties, which are reasonable, as necessary to meet the needs of the organisation;
- Commitment to the organisation's aims and values.

This is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder is expected to perform. The job description will be reviewed regularly and may be changed in light of experience and in consultation with the post-holder.

Key performance indicators

Success in this role is assessed based on ISUOG's Journal-related KPIs, and specific objectives in line with the strategic plan and job description as agreed.

Person specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ 2:1 (or First class) undergraduate degree in biological or biomedical sciences ▪ Master's degree in scientific subject 	<ul style="list-style-type: none"> ▪ Project management qualification
Experience	<ul style="list-style-type: none"> ▪ Minimum of 5 years proven experience in academic publishing ▪ Strategic project delivery ▪ Managing teams including line management and staff development ▪ Cross-functional team communication ▪ Strong leadership ▪ Significant experience of editing and proofreading science-related articles or material ▪ Knowledge of obstetrics and gynecology subject matter ▪ Understanding of academic publishing practices and landscape ▪ Working with medical professionals / academics ▪ Dissemination of scientific research ▪ Ability to manage multiple priorities and a varied and unpredictable workload ▪ Ability to meet deadlines and handle competing priorities 	<ul style="list-style-type: none"> ▪ Experience of small team environment ▪ Working with individuals outside the UK ▪ Content strategy ▪ Ultrasound device development
Knowledge and skills	<ul style="list-style-type: none"> ▪ Understanding complex issues in scientific publishing, exercising editorial judgement ▪ Budget management ▪ Accuracy and exceptional attention to detail ▪ Strong problem-solving skills ▪ Excellent written English ▪ Good computer and software competency, including Word, Outlook and Excel ▪ Strong communication and interpersonal skills 	<ul style="list-style-type: none"> ▪ Data protection regulation ▪ Project management software ▪ Adobe Photoshop
Personal qualities	<ul style="list-style-type: none"> ▪ Engaging leader and manager ▪ Collaborative and flexible 	

	<ul style="list-style-type: none"> ▪ Team oriented with ability to listen and engage with others Efficient and well organised ▪ Proactive and self-motivated ▪ Decisive and sensible 	
Motivations and expectations	<ul style="list-style-type: none"> ▪ Willingness to develop and grow ▪ Desire to contribute ▪ Interest in scientific publishing ▪ Committed to ISUOG's values ▪ Desire to take responsibility and develop in the role 	<ul style="list-style-type: none"> ▪ An interest in and commitment to women's health