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**POSITION DESCRIPTION**

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**Name:**

**Job title:** Publishing Editor

**Date:**  November 2017

**Department:** Secondary Publishing

**Reports to:** Publishing Manager - Secondary

**Basic purpose:**

The Publishing Editor is responsible for:

* developing and implementing print and digital publishing strategies for assigned portfolios and various projects
* publishing frontlist resources
* projects as required by the Publishing Manager
* providing administration and arranging professional development / workshops

For agreed projects the Publishing Editor will:

* in consultation with the Publishing Manager - Secondary develop publishing product plans that support the commercial strategy for the business unit
* implement agreed publishing plans by: commissioning new authors; working with established authors; developing manuscripts with authors; submitting high quality manuscripts to the Editorial team; leading the development of resources during the editorial and production process; supporting the promotion of products in the marketplace as needed

To achieve these outcomes, the Publishing Editor will work closely with the Publishing Manager – Secondary.

**Principal accountabilities:**

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| **Key Outcome and Area** | **% of Total Job** | **Objectives and Tasks** | **Core Competencies** | **Standards** |
| Develop new publishing projects in key subject areas, in consultation with the Senior Publishing Editor - Secondary and provide leadership for the project from commissioning through to publication | 55% | * Manage the team of authors and contributors selected for the project to ensure timely delivery of manuscripts and digital material.
* Where required, identify and commission new authors and contributors for the project.
* Carry out thorough market research for the project, including school visits, focus groups and surveys.
* Conduct a review of manuscripts and digital material, appropriate to the project and writing team.
* Prepare and present publishing proposals for the projects, ensuring clear print and digital specifications are provided for costing and scheduling purposes.
* Deliver manuscripts and digital material in a timely manner.
* Keep in touch with the market through a variety of channels.
* Any other duties as directed by the Senior Publishing Editor – Secondary.
 | * Experience using or developing commercially published resources to teach within secondary school
* Understanding of curriculum and its implementation
* Understanding of current technology and its use in schools
* Resourceful in getting things done and eliciting effort from others
* Ability to problem-solve and manage complex and/or numerous projects to an agreed timeline
* Market awareness, including competition, curriculum developments and classroom practice (including trends in use of digital material)
* Good judgement and timely decision-making to prioritise work and effort
* Ability to network, put others at ease and build rapport
* Effectively gather, sift and present information from a variety of sources and based on a sound understanding of publishing processes
* Excellent written and spoken communication skills
* Facility with Outlook, MS Word, MS Excel and PowerPoint.
 | * Customer-first focus
* Approved projects
* Success of titles
* Timeliness in signing contracts for required authors
* Professional approach to delivering content to the standard and on time
* Meeting deadlines
* Friendly, proactive communication
* Actively establishes industry relationships and utilises networks to improve knowledge that adds value to project development
* A positive attitude to problem-solving
* Going the extra mile to achieve the best possible outcome
* Sharing ideas and learning in a team environment
* Ability to build rapport
* Embraces Cengage core values and competencies
* Ability to work within a team
* Author feedback
* Market research
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| Liaise with editorial, multimedia and production colleagues | 10% | * Provide manuscripts that meet agreed requirements and standards for editorial and production work to commence.
* Ensure sufficient material is provided for sample designs to be created well ahead of manuscript delivery.
* Brief editorial, multimedia and production colleagues in a clear and full manner to facilitate and speed publication, following the required procedures.
* Attend Work-in-Progress meetings to provide information and address any publishing problems that emerge during the editorial and production phases.
 | * Ability to organise detailed and complex information so that others can deal with it effectively
* Excellent communication skills
* Understand colleagues’ roles and tailor the communication meets their needs and achieve desired outcomes
 | * Manuscripts presented clearly and fully meets agreed requirements
* Customer-first focus
* Friendly, proactive communication
* A positive attitude to problem-solving
* Prompt meeting attendance and active participation
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| Liaise with and support marketing and sales colleagues to ensure a clear message to the market about the projects | 10% | * Ensure marketing and sales colleagues are kept reliably informed of any aspects of the project development that will affect what they communicate to the market.
* Attend and contribute to professional development workshops for teachers, as appropriate.
 | * Excellent communication skills
* Ability to network, put others at ease and build rapport
* Excellent presentation skills.
 | * Customer-first focus
* Friendly, proactive communication
* Going the extra mile to achieve the best possible outcome
* Sharing ideas and learning in a team environment
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| Communication and teamwork | 5% | * Contribute to publishing forums and share market knowledge with publishing colleagues.
* Communicate with colleagues in other functional areas.
 | * Ability to listen and understand publishing aims
* Contribute to discussion in a friendly, clear manner
 | * Friendly, proactive communication
* Sharing ideas and learning in a team environment
* Shows respect for others
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| Continuous Improvement  | 10% | * Support Continual Improvement processes throughout the entire project including supporting Project Managers with the audit process when required.
* Seek opportunities to enhance documentation, processes and supported systems to improve processes and procedures.
* Keep abreast with the continual change in technology developments and share knowledge with manager and team.
* Actively seek opportunities to extend and enhance personal knowledge and skills in order to better support customers and colleagues.
 | * Problem-solving abilities with keen attention to detail and follow through
* A willingness to support and help others
 | * Continuous improvement and improved efficiency
* Self-initiated training and development of knowledge
* Demonstrated initiative for issue resolution and new ideas to add value to users
* Participation and contribution of processes improvement projects
* A positive attitude to problem-solving
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| Workplace Health and Safety | 10% | * Be aware of duty of care and act in a safe manner.
* Ensure all company WH&S policies and procedures are adhered to.
* Be familiar with property security, first aid and fire emergency procedures.
* Report any hazardous situations, incidents or accidents and take immediate action if applicable to reduce risk of injury.
* Participate in WH&S investigations when required.
 | * Ability to follow policies and procedures
* Ability to use initiative and take responsibility
* WH&S aware
* Analytical and problem-solving abilities
 | * Adherence to WH&S policies and procedures
* Increased WH&S awareness
* A positive attitude to WH&S
* Reduction of number of WH&S incidents
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**Direct reports:** Nil

**Main contacts:**

Internal: Publishing Manager - Secondary, senior publishing editors, publishing editors, Managing Editor, senior editors, GPM –creative, production controllers, Marketing Manager, National Sales Manager, education consultants

External: Authors, teachers, curriculum officers

**Education / Qualifications / Experience:**

Appropriate tertiary qualification

Experience in a commercial educational publishing role

Teaching experience would be an advantage

Working with children check

**Cengage Core Competencies:**

* Speed: Proactively gets things done quickly, with a high quality of work. Overcomes barriers and continually finds ways to be more efficient.
* Focus: Identifies core business problems and opportunities; seeks and proposes solutions while avoiding distractions. Persists through achieving deliverables.
* Collaboration: Committed to helping others be successful; partners with key organizational stakeholders, individuals and teams outside own functional area to promote business alignment.