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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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

**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.