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**POSITION DESCRIPTION**

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**Name:**

**Job title:** Development Editor (12-month contract)

**Date:** September 2017-

**Department:** Publishing, Higher Education

**Reports to:** Content Development Manager

**Basic purpose:**

The Development Editor, in conjunction with their manager, will manage the product development process of key selected Higher Education titles and accompanying resources. This role will involve following a set of product development and research guidelines outlining core milestones and communication goals that must be met.

This role will also manage the academic review process, maximising strategic relationships with key parties, ensuring a market focused text and resources package is delivered to editorial and production that meets sales and quality targets.

**Principal accountabilities:**

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| **Key Outcome and Area** | **% of Total Job** | **Objectives and Tasks** | **Core Competencies** | **Standards** |
| Product development and research guidelines | 30% | * Implement the product development process for assigned titles and ancillary products.
* Participate in the project/author/production planning meetings discussing key market and production issues, marketing objectives, sales targets and due dates with the product development team.
* Strategically select reviewer panels and engage the reviewers for assigned titles in consultation with publisher, sales and marketing managers, product manager and sales representatives.
* Assist with in-depth market research programs necessary for the preparation of new editions and new projects.
* Strategically select authors for digital resources and contributing authors (case studies) and facilitate their engagement by initiating letters of agreement (assignment of copyright).
* Ensure that technology requirements outlined through planning is integrated as appropriate and/or produced.
* Communicate key product and market developmental issues to the product development team (sales, marketing, publishing, authors).
* Liaise with corresponding colleagues in the US on key product development issues where possible.
* Any other duties as required by the Content Development Manager or Publishing Manager.
 | * Knowledge of Higher Education market throughout Australia
* An excellent understanding of the technology used and its application in teaching
* Ability to commission content and manage author teams
* Ability to understand customer’s needs
* Excellent written and spoken communication skills
* Skilled and systematic use of Microsoft Office applications, including Word, Excel, PowerPoint, Outlook
* Highly developed research skills
* Excellent organisational and project management skills
* Interpersonal skills and with the ability to build relationships
* Business acumen
* Strategic thinker and good negotiations skills
* Ability to manage a busy workload by prioritising urgent tasks while keeping all other aspects of the job under control
 | * Quality product that meets student and educator needs
* Has a customer-first focus
* Meets deadlines
* Conscientiousness, persistence and accuracy in compiling and maintaining market information, database records and forms
* Demonstrates friendly, proactive communication
* Actively seeks solutions to problems that arise
* Adherence to Cengage policies and procedures and core competencies
* Effective working relationships
* Adherence to processes and maintain standards
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| Manuscript development and review | 30% | * Work closely with the authors in the development of their manuscripts and to review manuscripts progressively during writing to ensure they meet with market needs in terms of coverage, quality and approach.
* Ensure that each project conforms to the outline discussed and documented at the planning meetings.
* Determine if the development text manuscript content is acceptable and, in some instances, commission technical editors or personally edit/check the material at various stages of manuscript development or production.
* Initiate and prepare text design briefs for assigned titles.
* Manage the transmittal process of assigned titles and liaising with the editorial and production departments to ensure clean and timely delivery of manuscripts.
* Liaise closely with editorial and production with respect to manuscript quality, style, schedules and design.
 | * Excellent written and spoken communication skills
* Excellent understanding of book, electronic and online product development and production processes
* Interpersonal skills and with the ability to build relationships
* Ability to build rapport
* Proactive problem-solving with follow through
* Meticulous attention to detail
* Strategic thinker and good negotiations skills
* Ability to follow policies and procedures
* Analytical skills and proactive problem-solving with good follow through
* Ability to manage and prioritise own workload to ensure deadlines are met
 | * Has a customer-first focus
* Meets deadlines
* Timely delivery of manuscripts
* Works conscientiously, persistently and accurately to ensure materials meet the needs of internal contacts and end users and are published on schedule
* Reliability in communication and record maintenance
* Demonstrates friendly, proactive communication
* Actively seeks solutions to problems that arise
* Adherence to Cengage policies and procedures and core competencies
* Effective working relationships
* Maintain standards
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| Sales and marketing strategy | 10% | * Liaise with sales and marketing regarding product information for marketing initiatives, campaigns, adoption opportunities and sales materials.
* Attend sales calls with sales representatives and attend biannual sales conferences.
 | * Excellent communication skills
* Strategic thinker
* Presentation skills
* An understanding of sales and marketing, business acumen
 | * Conference attendance and active participation
* Input into the sales and marketing strategy
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| Communication and teamwork | 10% | * Communicate and liaise with colleagues in other functional areas regularly.
* Attend and actively participate in team meetings.
* Update team members on the status of specific titles as required.
 | * Excellent interpersonal skills and the ability to work within a close-knit team
* Excellent communication skills
* Ability to listen and understand publishing, editorial and sales aims
* Contribute to discussion in a friendly, clear manner
 | * Demonstrates friendly, proactive communication
* Shares information and knowledge with colleagues
* Shows respect for others
* Embraces Cengage values and core competencies
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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: Content Development Manager, Publishing Manager, Higher Education publishers, sales managers, Head of Marketing, HE Marketing team, HE sales team, Team Lead – Higher Education, project editors, production controllers, designers, Contracts and Copyright Coordinator, Permissions Research Manager, publishing assistants, Sales Coordinator, Marketing Assistant

External: Authors, academic contacts, freelance designers, freelance editors

**Education/Qualifications/Experience**:

Tertiary education

Higher Education publishing experience preferred

Preferred - proven experience editing manuscripts preferably university textbooks

Police 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 organisational stakeholders, individuals and teams outside own functional area to promote business alignment.