

POSITION DESCRIPTION



Name:

Job title: Project Editor - Higher Education (12-month maternity leave contract)

Date: November 2020

Department: GPM (Global Product Management)

Reports to: Team Lead – Higher Education

Basic purpose:

The Project Editor is responsible for project managing the preparation and delivery of assigned core and ancillary Higher Education print and digital products, from final manuscript delivery to bulk stock/go live stage.

The Project Editor will ensure projects are delivered on schedule, to internal and external customer specifications/requirements, and within budget to achieve financial targets. The Project Editor will outsource and manage editorial, composition and manufacturing vendors using GPM approved services and following InDesign, XML-based or other digital workflows.

Principal accountabilities:

Key Outcome and Area	% of Total Job	Objectives and Tasks	Core Competencies	Standards
Project Management	40%	<ul style="list-style-type: none"> Project manage the overall editorial, design and production process for assigned core and ancillary print and digital products. Work collaboratively with content managers, content developers development editors, authors, permissions, GPM Creative Group, production team, sales, marketing, freelance editors and Cengage approved local and offshore composition and manufacturing vendors. Establish design and production requirements, budgets and schedules, implement the appropriate InDesign, XML-based or digital workflows, and regularly communicates schedule, budget and quality updates to the Team Lead – HE. Project manage all stages of print and digital content delivery, including the condition and quality of organisation, completeness, length, clarity, consistency and level of writing, and quality of digital files for text and art. 	<ul style="list-style-type: none"> Project-management skills with the ability to focus on the bottom line providing different strategies to complete tasks and projects. Identifies risks and plans to mitigate them Sound knowledge of the production process and ability to analyse information to determine customer needs Multi-tasking and time management Excellent written and verbal communication skills Negotiation and interpersonal skills with the ability to build relationships Excellent presentation skills 	<ul style="list-style-type: none"> A relentless focus on our customers Meet target completion dates Embraces Cengage ethos and credo Friendly, transparent and proactive communication Ability to build rapport and mutual respect Ability to prioritise urgent tasks, and keep all aspects of the job under control Excellent organisational skills Time management skills

		<ul style="list-style-type: none"> Participate in management-led activities to define and refine all aspects of print and digital workflows. Any other duties as directed 	<ul style="list-style-type: none"> Operating knowledge of content and media production practices and tools, including content management, project tracking systems and file preparation skills Ability to identify the key issues in complex situations, apply good judgement and timely decision-making to prioritise work and effort Analytical and problem-solving abilities with keen attention to detail and follow through Ability to set and exceed goals and budgets Organised and task-orientated Ability to problem-solve and manage complex and/or numerous projects to an agreed timeline, thinking ahead and identifying future steps Ability to anticipate problems and act 	<ul style="list-style-type: none"> A positive attitude to problem-solving, questioning the status quo and willingness to take calculated risks
Editorial	30%	<ul style="list-style-type: none"> Editorial tasks associated with print and digital content delivery which include outsourcing copyediting, proofreading, indexing, and fielding author, freelancer and vendor queries. Commission and fully brief freelance editors and suppliers to edit / proofread / index Higher Education manuscripts. Monitor their progress closely in order to maintain schedules and the highest editorial standards with respect to all Higher Education print and digital contents. Coordinate editorial / production tasks such as cover / text design, permissions, art rendering, photo acquisition, file transfer, archives and post-production tagging in XML. 	<ul style="list-style-type: none"> Proven editorial skills (copyediting, proofreading, application of styling/formatting conventions) Ability to adapt and manage change in a fast-paced environment Meticulous attention to detail Ability to work independently and as part of a team Encourages others to obtain, share, interpret and apply information useful to the business performance 	<ul style="list-style-type: none"> A relentless focus on our customers A positive attitude to problem-solving questioning the status quo and willingness to take calculated risks Collaboration, sharing ideas and learning in a team environment, challenging ourselves and others

			<ul style="list-style-type: none"> • Ability to prioritise tasks 	
Production	10%	<ul style="list-style-type: none"> • Liaise with the Agile Project Manager (and in-house Instructional Designer/ external or internal developers as necessary) relative to budget, schedule, technical and project requirements for digital contents. • Prepare and upload contents (Admin Form/JIRA/other CMSs), and complete established deployment requirements (including SSO/ACMS/other Cengage-approved systems). • Prepare, track and maintain the data held within Bookmaster, AS400, Wrike and Filemaker Pro. This includes working with the project teams to negotiate, monitor and control plate budgets and schedules, while using initiative to find ways to reduce costs and increase speed to market. • Drive production automation initiatives and best practices, including the implementation of standard designs (style sheets); standard formatting (Universal Map); and the use of appropriate tools and technology throughout the production cycle. This includes monitoring vendor compliance to production and CenDoc XML quality standards in collaboration with local and US production staff. 	<ul style="list-style-type: none"> • Willingness to learn and embrace new technologies, policies and procedures • Excellent communication and presentation skills • Ability to listen and understand internal and external customers • Knowledge of publishing industry • Ability to interpret and translate information to teams and individuals, and to report effectively to management • Sound knowledge of production processes 	<ul style="list-style-type: none"> • Conscientiousness, persistence and reliability in record maintenance and communication • Excellent technological skills • Shows mutual respect for others and acknowledges diverse thoughts and backgrounds
Continuous Improvement	10%	<ul style="list-style-type: none"> • Support Continual Improvement processes throughout the entire project including supporting Project Managers during the audit process. • 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. 	<ul style="list-style-type: none"> • Problem-solving abilities with keen attention to detail and follow through • A willingness to support and help others • Ability to use initiative and take responsibility 	<ul style="list-style-type: none"> • 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, questioning the status quo and willingness to take calculated risks

Workplace Health and Safety	10%	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Ability to follow policies and procedures • Ability to use initiative and take responsibility • WH&S aware • Analytical and problem-solving abilities 	<ul style="list-style-type: none"> • 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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Main contacts:

Internal: Team Lead – HE, Senior Project Editor, project editors, Head of Content Management, senior content managers, content managers, Content Development Manager, content developers, HE Marketing, Permissions, Design, production controllers, GPM Creative Group, Sales, Marketing, platform delivery team Operations, Accounts

External: Authors, freelance editors, proofreaders, indexers, answer-checkers, designers, illustrators, offshore and local composition and manufacturing vendors

Education/qualifications/experience:

- BA/BS or equivalent work experience
- Experience in educational publishing within a production environment
- Proven experience in a technology-driven editorial production environment
- Police check

Our Ethos:

<p>Put Learning First: We accelerate new ways of lifelong learning for everyone, including ourselves, with a relentless focus on our customers</p>	<p>Embrace the Unknown: We question the status quo and take calculated risks to transform how the world learns. We are resilient and audacious</p>	<p>Set the Bar Higher: We challenge others, and we challenge ourselves even more. We are always improving and never satisfied. We are unstoppable</p>	<p>Do More Together: We are powered by people with diverse thoughts and backgrounds. We collaborate to create a whole that is stronger than the individual parts.</p>	<p>Be Candid: We take ownership of everything we do and treat each other with mutual respect. We are transparent because we see problems as opportunities to improve.</p>
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