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| http://inside/sites/corp/comm/branding/Logo%20Files/JPG%20Format%20(for%20MS%20Office%20--%20solid%20background)/CL_Logo_RGB_JPG.jpg |

**POSITION DESCRIPTION**

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**Name:**

**Job title:** Project Editor - Higher Education

**Date:** March 2015

**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% | * Project manage the overall editorial, design and production process for assigned core and ancillary print and digital products.
* Work collaboratively with publishers, development editors, authors, permissions, sales, marketing, GPM staff, freelance editors and CL approved 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.
* Participate in management-led activities to define and refine all aspects of print and digital workflows.
* Any other duties as directed
 | * Project management skills
* Sound knowledge of the production process
* Multi-tasking and time management
* Excellent written and verbal communication skills
* Operating knowledge of content and media production practices and tools, including content management, project tracking systems and file preparation skills
* Excellent presentation skills
* Negotiation and interpersonal skills with the ability to build relationships
* Analytical and problem-solving abilities with keen attention to detail and follow through
* Ability to set and exceed goals and budgets
* Skilled and systematic use of Microsoft Office applications, including Word, Excel, Outlook
* Organised and task-orientated
 | * Customer-first focus
* Meet target completion dates
* Embrace CL core values and competencies
* Friendly, proactive communication
* Ability to build rapport
* Ability to prioritise urgent tasks, and keep all aspects of the job under control
* Excellent organisational skills
* A positive attitude to problem-solving
* Time management skills
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| Editorial | 30% | * Editorial tasks associated with print & digital content delivery which include outsourcing copyediting, proofreading, indexing, and fielding author, freelancer and vendor queries.
* Commission and fully brief freelance editors to edit / proofread / index Higher Education manuscripts and monitor their progress closely in order to maintain schedules and the highest editorial standards with respect to all Higher Education print and digital contents.
* Coordinates editorial / production tasks such as cover / text design, permissions, art rendering, photo acquisition, file transfer, archives and post-production tagging in XML.
 | * 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
* Ability to prioritise tasks
 | * Customer-first focus
* A positive attitude to problem-solving
 |
| Production | 10% | * Liaise with Team Lead – Digital (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/other CMSs), and complete established deployment requirements (including SSO/ACMS/other Cengage-approved systems).
* Prepare, track and maintain the data held within Bookmaster AS400 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 (3B2 style sheets); standard key marks (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 the US Production Technology Analyst.  | * 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
 | * Conscientiousness, persistence and reliability in record maintenance and communication
* Excellent technological skills
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| Continuous Improvement  | 10% | * 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.
 | * 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
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**Main contacts:**

Internal: Team Lead – HE, Senior Project Editor, Project Editor, HE Publishing Manager, Publishing Editors, Development Editors, HE Marketing, Permissions, Design, Production Controllers, Digital, Sales, Marketing, Institution, 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

**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.