

POSITION DESCRIPTION

**Name:****Job title:** Publishing and Editorial Assistant**Date:** June 2019**Department:** Secondary Publishing**Reports to:** Managing Editor, Secondary**Basic purpose:**

Provide administrative and editorial support to the Secondary publishing and editorial teams.

Principal accountabilities:

Key Outcome and Area	% of Total Job	Objectives and Tasks	Core Competencies	Standards
Administrative support for publishing and editorial teams	40%	<ul style="list-style-type: none">• Support for meetings, including distribution of papers, minute taking, booking meeting rooms, setting up phone connections and display equipment• Travel bookings for publishing editors• Process payment requisitions and contract requests as requested by Publishing Editors• Mail collection and distribution• Correspondence as required• Order and despatch advance and complimentary copies of books to authors• Liaise with contracts manager, authors and publishing editors as required, to ensure contracts are signed and returned by authors in a timely manner• Administration of review processes, including maintaining in an Excel spreadsheet a database of reviewers, a log of reviews under way, and payment of invoices• Maintain an accurate and up to date record of editorial invoices received and payments made	<ul style="list-style-type: none">• Excellent written and spoken communication skills and a friendly telephone manner• Excellent editorial skills and facility with language• Fast and accurate keyboard skills• Intelligent use of the internet• Ability to build rapport and easy to approach• Pragmatic and dedicated to meeting internal and external customers' needs	<ul style="list-style-type: none">• Customer-first focus, putting learning first• Meet target completion dates• Conscientiousness, persistence and reliability in record maintenance• Administrative skills, reduced errors in key documents and reviews own work for accuracy• Support provided• Actively seeks solutions to problems that arise, questioning the status quo and willingness to take risks• Demonstrates friendly, transparent, and proactive communication• Embraces Cengage ethos and credo

		<ul style="list-style-type: none"> • Manage and maintain a complete library of current editions • Other administrative tasks as required 		<ul style="list-style-type: none"> • Setting the bar higher to achieve the best possible outcome • Ability to build rapport and mutual respect
Publishing and Editorial support for new projects and reprints	35%	<ul style="list-style-type: none"> • As requested by publishing editors or Managing Editor, preparation of sample and complete manuscripts, including digital and supplemental components, for production - this may involve scanning and photocopying, improving and creating artwork lists, ensuring all required content has been included, and styling sample chapters • Editing digital and supplemental projects under supervision of the Managing Editor • Proofreading as required • Prepare imprint pages for titles in production, using online database form • Obtain in a timely manner Cataloguing in Publication (CIP) data for all new publications • Editorial work for reprints, which includes liaising with the reprint production controller, managing correction file copies of books, and receiving and marking up corrections required for the next reprint. 	<ul style="list-style-type: none"> • Excellent editorial skills and facility with language • Fast and accurate keyboard skills • Excellent written and spoken communication skills and a friendly telephone manner • Ability to problem-solve and manage complex and/or numerous projects to an agreed timeline, thinking ahead and identifying future steps • Project-management skills with an understanding of basic concepts, tools and techniques for planning and management of small projects • Ability to anticipate problems and act 	<ul style="list-style-type: none"> • Customer-first focus, putting learning first • Meet target completion dates • Conscientiousness, persistence and reliability in record maintenance and communication and reviews own work for accuracy • Meticulous attention to detail • Proactive problem-solving, questioning the status quo and willingness to take risks • Editorial skills, reduced errors in key documents • Collaboration, assistance and support provided to the publishing team
Teamwork	5%	<ul style="list-style-type: none"> • Contribute to publishing and editorial discussion forums • Actively use and share task list in Outlook to communicate workloads and availability to the publishing and editorial teams 	<ul style="list-style-type: none"> • Ability to listen and understand publishing and editorial aims • Contribute to discussion in a friendly, clear manner • Encourages others to obtain, share, interpret and apply information useful to the business performance 	<ul style="list-style-type: none"> • Thrive in a collaborative environment • Adapt adroitly and flexibly to changing agreed team needs and tasks • Demonstrates friendly, transparent, and proactive communication • Shows mutual respect for others • Ability to work within a team and respect diverse thoughts and backgrounds

Continuous Improvement	10%	<ul style="list-style-type: none"> • Supports 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 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

Direct reports: Nil

Main contacts:

Internal: **Secondary** Publishing, editorial, sales and production staff

External: Authors, reviewers, teachers, officers in government departments

Education / Qualifications / Experience:

- Appropriate tertiary qualification (or nearing completion of one)
- A publishing or editorial qualification (**an advantage**)
- Experience in an office or work environment

Our Ethos:

- Put Learning First: We accelerate new ways of lifelong learning for everyone, including ourselves, with a relentless focus on our customers
- Embrace the Unknown: We question the status quo and take calculated risks to transform how the world learns. We are resilient and audacious
- Set the Bar Higher: We challenge others, and we challenge ourselves even more. We are always improving and never satisfied. We are unstoppable
- 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.
- 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.