

## Role profile

<b>Role title: Deputy Editor</b>	<b>Responsible to: Editor in Chief</b>
<b>Team: BVA Journals</b>	
<p><b>Purpose of role:</b></p> <p>Lead on the management and delivery of In Practice. Contribute to the provision of content for Vet Record. Ensuring the quality and appeal of all content to readers. Work across all formats from print to digital, audio and video, ensuring the publications as brands are as effective and attractive as possible to the members of BVA</p> <p>Project manage developments in print and online as the digital strategy of the publications evolves. Contribute to strategic development of the portfolio.</p>	
<p><b>Key responsibilities:</b></p> <p><b>In Practice</b></p> <ul style="list-style-type: none"> <li>• Organise and manage 3 editorial board meetings for the clinical editors per year (this includes recording any follow up of action points/minutes after meeting)</li> <li>• Work with the clinical editor and board to commission In Practice content that is relevant and interesting to readers. working on content for the print edition as well as native digital content in various formats for consumption by readers online</li> <li>• For the online brand, produce content of suitable length and style to suit blogs, news, social media and so on. As the digital strategy evolves, host webinars, create podcasts and deliver other non-text formats as needed</li> <li>• Responsible for editing and ensuring the quality and accuracy of In Practice content, and that it is presented in a clear, concise and readable manner</li> <li>• Work with production at Wiley to ensure excellent presentation/user experience (using InDesign and other publishing software) and that content is delivered efficiently and to deadline</li> <li>• Oversee the submissions workflow of In Practice articles via Scholar One manuscript submission system</li> <li>• Assist authors with complex issues with their manuscripts</li> <li>• Manage author and editorial costs for In Practice, ensuring that budget is met</li> <li>• Promote content on social media</li> <li>• Project manage the production of sponsored In Practice Focus supplements</li> <li>• Work with the marketing team to promote In Practice</li> </ul> <p><b>Vet Record</b></p> <ul style="list-style-type: none"> <li>• Commission and create similar content based on the multi-format development of the title, with specific responsibility for the letters section, oversight on opinion content</li> </ul>	

- Assessing letters submitted for publication for suitability, including interest and potential libel issue etc. Editing them and ensuring their accuracy, and being able to convey the main findings in a clear, concise and readable manner
- Provide editorial advice and proofread other opinion content
- Work with production at Wiley to ensure excellent presentation/user experience (using InDesign and other publishing software) and that content is delivered efficiently and to deadline
- Assist with the production of Vet Record (writing journal content, attend conferences and report, layout, commission and edit) as required. Help develop the online presence of the title, in line with the overall digital strategy of the publications

#### Generating content through networking/conferences

- Attend conferences to generate leads and content
- Develop relationships with stakeholders and experts/key players in the veterinary world
- Attend BVA CPD meetings to assist with link up between In Practice and BVA CPD courses
- Social media – build network
- Represent the journals externally

#### Contributing to strategic development

- Contribute to strategic development of the BVA journals portfolio, particularly online
- Work with editorial colleagues to develop content that will enhance the influence and readability of the journals

#### Project manage editorial projects as required, e.g., IP supplements, digital enhancements

- Work with the editor in chief and commercial teams (BVA and Wiley) to identify and develop revenue generating content including supplements and digital editorial products, especially for In Practice
- Work with the other teams as required – at BVA and Wiley - e.g., marketing, commercial

#### Relationship with Editor in Chief and editorial team

- Deputising for the Editor in Chief as required
- With the Editor in Chief oversee the quality control of the journals
- Work with the editorial team to develop content that will enhance the influence and readability of the journals
- Reconcile editorial and production issues with Wiley to ensure that journals operate efficiently

#### Attend publishing meetings as required, including

- IP management advisory board meetings (in addition to running clinical board meetings)
- Vet Record meetings
- Commercial meetings
- Marketing meetings

#### **People management:**

- Line management of 1 x Associate Editor (including recruitment if required, mentoring, training and appraisals)
- Dotted line to 1 x Assistant Editor

**Financial resources:**

Oversee the budget for author and editorial costs for In Practice – approx. 20k

**Knowledge, skills, and expertise:**

- Educated to at least degree level
- Experience of editing, proof reading and other editorial quality control
- Experience of commissioning content
- Experience of managing and developing content-based products
- Understanding developments in publishing, including deep experience of digital strategies
- Experience of scientific publishing desirable
- Team player

## Desirable

- Experience of scientific publishing
- Understanding of veterinary sector and continuing education content
- Line manager experience
- Science degree
- Creative suite experience

**Other information:**

Conference attendance will involve travel and often overnight stays. Work is sometimes required in the evenings and at weekend.