

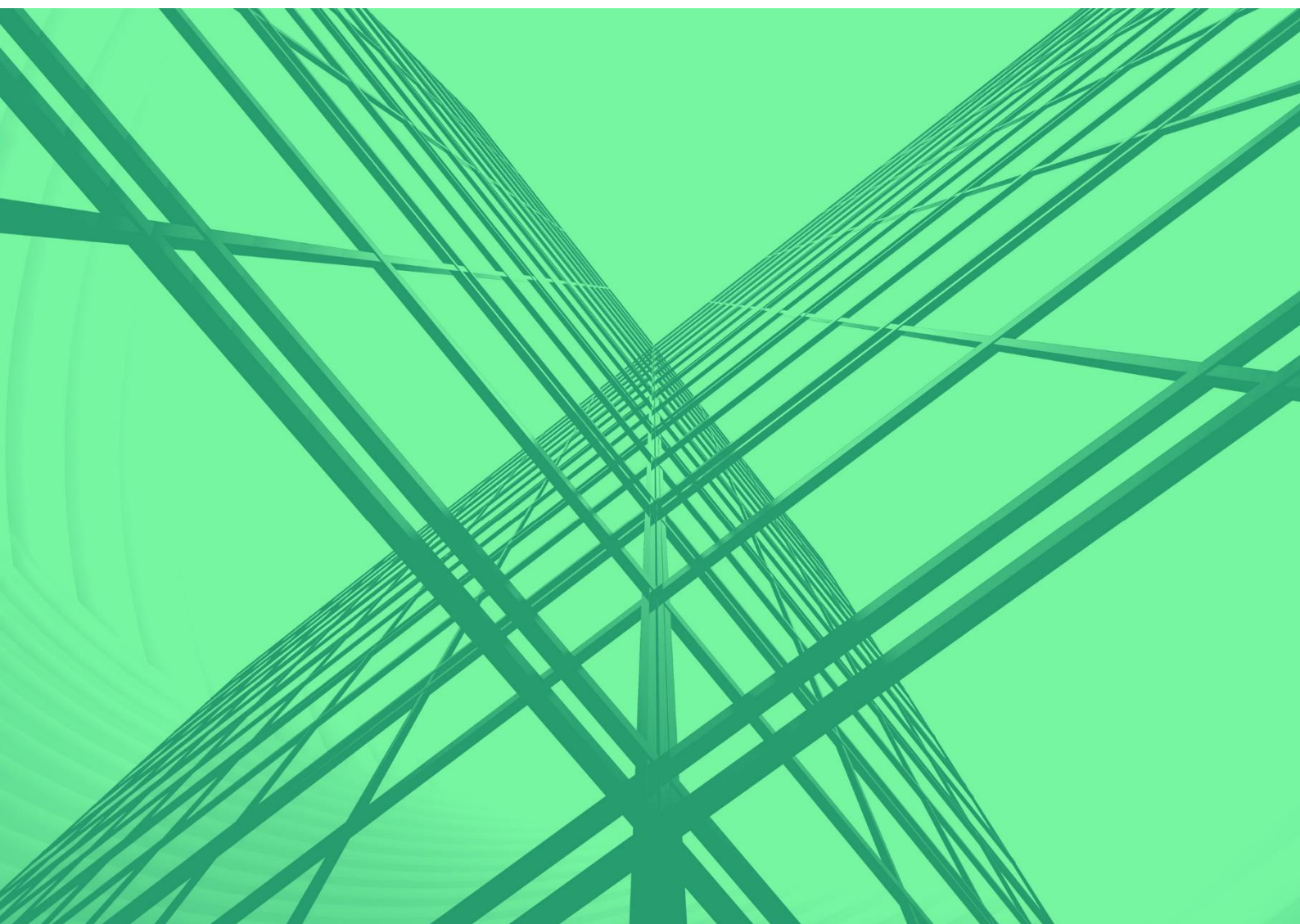
# Editorial Assistant

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**CANDIDATE PACK**

**Full Time**

**35 hours per week**



## The Publishing Team

Our Publishing team are a small team of 3 that report in to the Head of Learning and Development.



We are seeking an Editorial Assistant to join our Publishing team, which is responsible for the publication of the Institution's flagship membership magazine, *The Structural Engineer*, and world-class research journal, *Structures*.

In this varied role, you will administer the peer-review workflow for *Structures*, working with the Editors, reviewers, and authors to ensure a timely decision process for submitted manuscripts. You will also support the publication of *The Structural Engineer*, organising article reviews, handling subscription orders, and contributing to the editorial production of the magazine.

The Editorial Assistant is the first point of contact for both publications, so excellent written and oral communication skills are a must. To succeed in the role, you will also need to be well organised, resourceful and have a keen eye for detail and grammatical accuracy.

You will also be comfortable uploading content to *The Structural Engineer* website, compiling our monthly e-newsletter and managing social media posts.

## Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

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# Job description and person specification

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## 1. Job details

<b>Job title:</b>	Editorial Assistant
<b>Reports to:</b>	Managing Editor
<b>Responsible for:</b>	N/A
<b>Date:</b>	April 2022
<b>Location:</b>	The Institution's HQ, London or elsewhere as reasonably required.

## 2. Job purpose

To support the publication of *Structures*, the Institution's world-class research journal (co-published with Elsevier).

To support the publication of *The Structural Engineer*, the Institution's flagship membership magazine, distributed to 30,000 engineering professionals worldwide.

To collaborate with colleagues across departments and work directly with the Managing Editor to produce these peer-reviewed publications to the highest possible editorial standards.

## 3. Role and responsibilities

1. Administer the peer-review process for *Structures*; managing the pre-acceptance workflow and building positive relationships with Associate Editors to ensure fast 'times to decision' are maintained.
2. Administer the peer-review process for *The Structural Engineer* (articles and book reviews); ensuring fast 'times to decision' are maintained.
3. Manage *Structures* Special Issues; liaising with Editor-in-Chief, Guest Editors and publishing partner (Elsevier) to ensure successful delivery of each issue to deadline.
4. Act as first point of contact for all enquiries relating to *Structures* and *The Structural Engineer*, liaising with other departments/external partners as necessary, and ensuring responses are provided within two working days.

5. Manage subscription orders (including raising invoices and entering payments) and provide first-line technical support to subscribers.
6. Accurately prepare and upload article files, and enter meta-data, for online publication of each issue of *The Structural Engineer*.
7. Accurately compile each issue of *The Structural Engineer* e-newsletter.
8. Manage social media accounts to promote each issue of *The Structural Engineer*.
9. Copy edit and proofread some articles, letters, press releases and diary entries for *The Structural Engineer*.

#### **4. General responsibilities**

1. Build positive working relationships across Institution departments and externally.
2. Attend and proactively input into team/directorate meetings.
3. Make suggestions for improving processes and systems which support the efficiency of the publishing operation.
4. Act in accordance with Data Protection laws and proactively focus on the quality of data in own department.
5. Comply with all Institution Policy and Procedures.
6. Any other reasonable ad hoc duties as required.

#### **5. Communications and working relationships**

1. Institution panels, committees and Board members.
2. All employees and members of the Institution.
3. Industry partners and external bodies (incl. advertising sales/design/publishing partners, printers and distributors).
4. Subscribers to *The Structural Engineer* and subscription agencies.
5. Authors and subject-specialist reviewers; Editor-in-Chief, Associate Editors and Editorial Board of *Structures*; Editorial Advisory Group for *The Structural Engineer*.

## 6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<b><u>Qualifications and Knowledge</u></b>	
Educated to degree level, ideally in a subject relating to English, Journalism, Media or Engineering.	E
Relevant postgraduate publishing qualification or equivalent experience.	D
Knowledge of publishing processes (copyediting, proofreading, copyright/permissions etc.).	E
Understanding of GDPR and Data Protection and its application.	E
Understanding of/interest in civil/structural engineering.	D
Understanding of/interest in academic/scholarly publishing.	D
<b><u>Skills</u></b>	
Excellent written and oral communication skills with the ability to communicate to a professional and technical audience.	E
Excellent interpersonal skills with a professional approach to work, colleagues and the ability to engage and influence stakeholders.	E
Strong attention to detail; passionate about grammatical accuracy, readability (both in print and online) and fact-checking.	E
Ability to work to the tight (often immovable) deadlines associated with the publishing cycle.	E
Flexible, resourceful and able to work in a small team; confident and collaborative, in order to work with highly qualified technical professionals and other departments.	E
Sound judgement and problem-solving skills with the capacity to work autonomously and prioritise effectively.	E
IT Skills:	
Word/Outlook/Excel and PowerPoint to intermediate standard.	E
Experience using Content Management/Email Design/CRM Systems (e.g. Kentico, BeePro and Microsoft Dynamics).	E
Experience of managing social media accounts (e.g. using HootSuite).	D
<b><u>Experience</u></b>	
Working in publishing or similar editorial experience.	E
Acting as a first point of contact responding to queries via email and/or over the telephone and providing information and/or guidance.	E
Some experience of copyediting and proofreading.	E
Delivering administrative support.	E
Basic financial processes e.g. processing payments, raising invoices.	D
This job description does not form part of the contract of employment and may be subject to change.	

## Salary and package details

Salary: £26,000 - £31,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

### Benefits on commencement:

- Life Assurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme (UNUM Lifeworks)
- Pension- can join the pension scheme from any date after commencement in Tier one (employer 5%, employee 3% minimum contributions)
- 23 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave

### Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 5%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 8%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform (Lifeworks)
- Full access to additional health services (e.g. counselling, physio, virtual GP) via an app-based service (Help@hand)

### On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Paid parental leave at rates of pay higher than statute, subject to service requirements as per the current policies

## How to apply, the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

*If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.*

Applicants must possess a current right to work in the UK.

*The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.*

The selection process will be in person and will consist of a job-related assessment followed by an interview with the manager for this post (Managing Editor) and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

The second stage of the selection process will be an in-person interview with the Managing Editor, Head of Publishing and Head of Learning and Development.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.



## **The Institution of Structural Engineers**

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

### **Governance**

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

### **Our values**

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

#### **Competence**

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

#### **Accessibility and diversity**

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

#### **Community**

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

## Our Work

### Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

### Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

### Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

### Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

### Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

# Organisational Structure

