

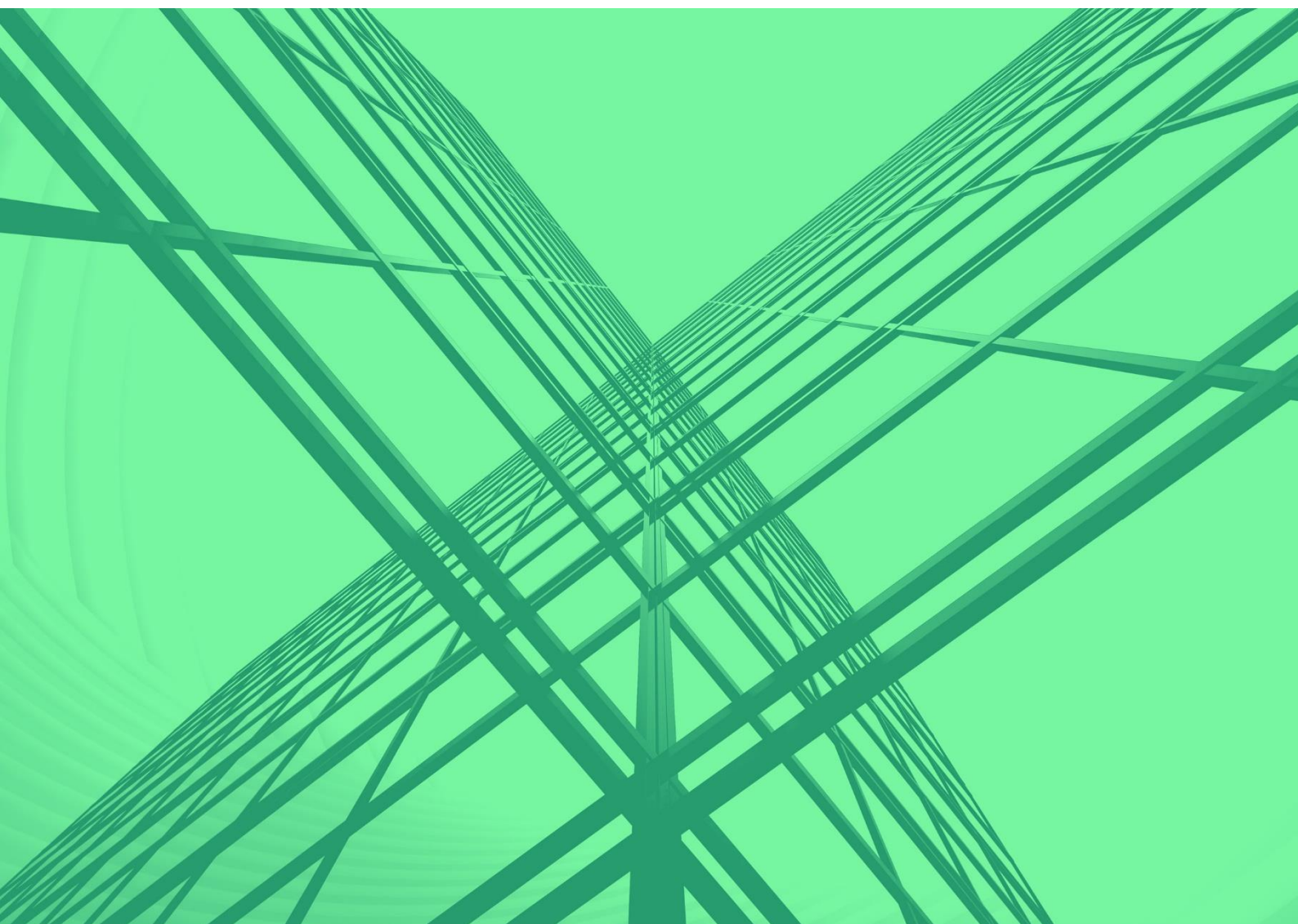
# Submissions Editor (FTC)

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## CANDIDATE PACK

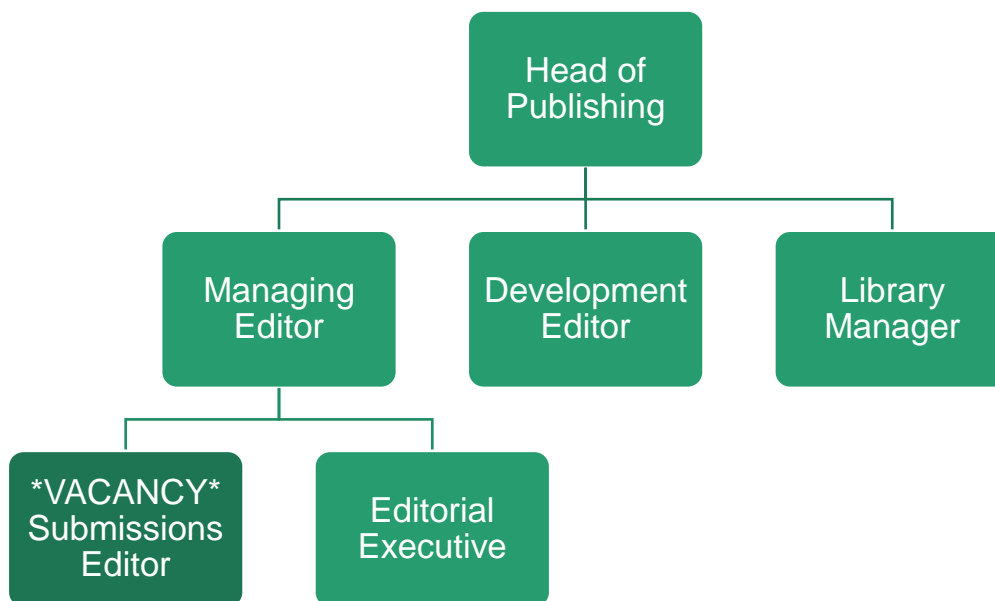
Part Time- Fixed term contract for 12 months

28 hours per week



## The Editorial Team

Our Editorial team is a small team of 4 that reports into the Head of Publishing and is part of the wider Learning and Development Team.



The popularity and continued success of *Structures* has seen manuscript submissions increase markedly. The Submissions Editor role is essential in order to maintain and improve the average time-to-decision, and to ensure Associate Editors are not overburdened. The post-holder will be comfortable making rapid, high-level technical assessments of all submissions, and be confident in the decisions they take when required to supply feedback to authors. This experience will have been gained through their structural/civil engineering studies (to PhD level), their published contributions in respected academic journals, and a deep understanding of the global structural engineering research landscape. This new role is an exciting opportunity to help solidify *Structures'* place as a Q1 Clarivate-indexed journal and provide world-class customer service to authors.

## 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 75 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 into our 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.

For more information, please read on :

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## Job description and person specification

### 1. Job details

**Job title:** Submissions Editor – Part Time (28 hours per week) – FTC for 12 months

**Reports to:** Managing Editor

**Responsible for:** N/A

**Date:** March 2025

**Location:** The Institution's HQ, London or elsewhere as reasonably required.

### 2. Job purpose

- To support the publication of *Structures* – the Institution's research journal – via expert editorial decision-making input, working directly with the Managing Editor, Editor-in-Chief and Associate Editors, and collaborating, where necessary, with colleagues across departments.
- To use your subject expertise to undertake authoritative initial reviews of all submitted manuscripts in line with the journal's scope, quality and ethical criteria.
- To provide input and expertise to support the maintenance and improvement of the journal's operations, its content and its editorial policy.

### 3. Role and responsibilities

1. Assess new manuscript submissions against agreed criteria (level of novelty/new insight, quality of study and reporting, etc.) in a time-critical manner in order to either assign suitable manuscripts to an appropriate Associate Editor for full peer review, or to reject if unsuitable.
2. If challenged by authors, be prepared to defend decisions with well-reasoned written responses.
3. Build positive relationships with the Editor-in-Chief, Associate Editors and Editorial Office team to ensure target quality and time-to-decision metrics are maintained.
4. Promptly handle enquiries (as escalated from Editorial Executive) relating to editorial decisions and the pre-acceptance workflow for *Structures*, liaising with other team members, Associate Editors and the Editor-in-Chief as necessary.

## 4. General responsibilities

1. Build positive working relationships across the journal editorial team, and with wider Institution departments and externally where appropriate.
2. Attend and proactively input into team/directorate meetings.
3. Make suggestions for improving processes, systems and policies which support the efficiency and robustness of the publishing operation including its 'time-to-decision' metric.
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. Journal editorial team (Editor-in-Chief, Associate Editors, Editorial Board and in-house publishing team).
2. All employees and members of the Institution.
3. Manuscript authors and peer-reviewers.
4. Industry partners and external bodies (incl. publishing partner).

## 6. Knowledge, skills and experience required

| Criteria  | Essential/Desirable |
|---|---------------------|
| <b><u>Qualifications and Knowledge</u></b>  |                     |
| Educated to PhD level in structural/civil engineering or a related discipline.                                    | E                   |
| Current understanding of the latest research developments in the structural/civil engineering field.              | E                   |
| Understanding of GDPR and Data Protection and its application.  | D                   |
| <b><u>Skills</u></b>  |                     |
| Excellent judgement and problem-solving skills with the capacity to work autonomously and prioritise effectively. | E                   |

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|---|---|
| Excellent written and oral communication skills with the ability to communicate to a professional audience. | E |
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|---|---|
| Excellent interpersonal skills with a professional approach to work, colleagues and the ability to engage and influence stakeholders. | E |
|---|---|

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|--|---|
| 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 |
|--|---|

### Experience

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|--|---|
| A deep understanding of STM journal processes, gained from a demonstrable track record of publishing in relevant Clarivate-indexed journals. | E |
|--|---|

|  |   |
|--|---|
| Experience as an editor/associate editor on a Clarivate-indexed journal. | D |
|--|---|

|   |   |
|---|---|
| Experience as a reviewer/editorial board member on a Clarivate-indexed journal. | D |
|---|---|

### IT Skills:

|   |   |
|---|---|
| Word/Excel/PowerPoint to intermediate standard. | E |
|---|---|

|   |   |
|---|---|
| Experience using manuscript-processing systems (e.g. Editorial Manager, Scholar One). | D |
|---|---|

This job description does not form part of the contract of employment and may be subject to change.

## Salary and package details

Salary: £35,240 per annum (Starting Salary) FTE (pro rata for part time hours)

Contract: Part time – 28 hours a week within a flexi-time system

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

### Benefits on commencement:

- Life Insurance (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
- Pension – can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

### Benefits from three months:

- Pension – automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension – you can request to join Tier two: employer 9%, 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 and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

### 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)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies
- Opportunities for pay progression.
- Two paid days annually for volunteering



## 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. 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 consist of a job-related assessment followed by a virtual interview with the manager for this post Robin Jones – Managing Editor and Lakeisha Wayland – HR Resourcing and Support Executive.

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 a face-to-face interview with Robin Jones – Managing Editor and Lee Baldwin – Head of Publishing.

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, byelaws 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 75 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. Members take 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

The Institution 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.

### Mentoring Programme

We support professional and career growth through our [mentoring programmes](#). It offers mentees an effective way to progress their career to accessing knowledge and experience of expert and impartial mentors. For mentors it develops existing leadership skills by supporting mentees growth.

### Support

Our [Benevolent Fund](#) offers support to current and former 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

