

Professional Services

Job description

Post Title:	Project Editor
Grade:	F
Faculty/Service:	College of Health, Science and Society, School of Applied Sciences
Accountable to:	Project Manager
Accountable for:	Production Editor
Post no:	R09817

Job purpose

To ensure the editorial schedule of the Science for Environment Policy news service is planned and implemented, maintaining oversight of the editorial quality control processes and liaising with the project partner (Ecorys) and European Commission. Also, scanning for research articles suitable for publication, liaising with the advisory group of experts on research article selection and writing and editing of articles.

Duties and responsibilities

1. To plan the editorial schedule of the Science for Environment Policy news service and ensure that it is implemented, meeting news service deadlines.
2. Maintaining oversight of editorial processes to ensure they are working smoothly and editorial outputs are of high quality.
3. Managing other members of the editorial team on a day-to-day basis.
4. Coordinating with our project partners (Ecorys) and the European Commission to ensure the editorial processes are effective and produce outputs in line with Commission priorities.
5. Scanning environmental science research studies from an agreed list of journals for research that can be featured in the News Alert service aimed at policymakers across Europe.
6. Final selection of research studies to be sent for review by the news service's Scientific Content Advisory Group.
7. Editing of news articles following European Commission and researcher feedback.
8. Some writing of environmental science news articles as required.
9. Overseeing the selection of research studies for inclusion in lists of studies of interest (known as Research Spotlights) for policymakers.
10. Curating previously published news articles into 'themed alerts' providing policymakers with a policy-relevant overview of specific themes relevant to the environment. Also writing the introduction to these alerts.
11. Monitoring the flow of News Alert articles to ensure emailed news alerts and updates to the DG ENV website can take place regularly and that contract requirements are fulfilled.
12. Undertaking picture research where required.
13. Comply with the University's equal opportunities policy and use this role to promote equal opportunity wherever possible.

14. Take reasonable care of your own health and safety and comply with rules and guidance relating to health and safety matters.
15. Any other reasonable duties that fall within the scope of the post as allocated by the line manager following consultation with the post holder.

Person specification

Qualifications/Professional membership

Essential

1. Undergraduate science degree.
2. Evidence of Continuing Professional Development (CPD) in an area relevant to the post.

Desirable

1. Undergraduate degree or Master's degree in Science Communication, Journalism, Marketing, Public Relations, or a related discipline.
2. Undergraduate degree in environmental science or a related subject.

Knowledge/Skills/Experience

Essential

1. Ability to plan and oversee the implementation of editorial schedules to ensure deadlines are met.
2. Experience of writing/editing for policy-focused audiences.
3. Editing of written materials about science/environmental science subject matter aimed at non-expert audience to ensure relevance and clarity.
4. Selection of research material suitable for publication in an editorial service aimed at a non-expert audience.
5. Strong analytical capability and experience in interpreting data, drafting complex reports and communicating outcomes/recommendations to stakeholders at all levels.
6. Demonstrated ability to influence decisions, behaviour and outcomes through excellent communication and negotiation skills.
7. Flexible collaborator with experience of planning and managing projects across functional teams.
8. Ability to communicate with and coordinate a wide range of stakeholders to reach the overall goals of a project and maintain good working relations.
9. Highly organised with the ability to deal with conflicting timescales and tight deadlines.

Desirable

1. Experience of managing editorial teams to ensure the smooth running of editorial processes.
2. Experience of liaising with a client on written editorial material to maintain high editorial standards and good working relations with the client.
3. Knowledge of European environmental policy.

Competencies (these are the necessary requirements for all roles at this grade)

1. Leadership and motivation

Able to support, guide and encourage others in the team to achieve individual and team objectives. Demonstrates respect for others, fairness, equality, tolerance and openness.

2. **Planning and organising to achieve results**
Able to prioritise their own workload to achieve required goals and supports team members to manage tasks efficiently and effectively.
3. **Commercial awareness**
Demonstrates an awareness of the commercial and financial environment and how they can contribute to achieving University goals. Strives to improve efficiency and reduce waste.
4. **Delivering excellent service**
Recognises the importance of maintaining the highest standards of service for all the University's customers.
5. **Continuous improvement, innovation and change**
Seeks to innovate and change in order to enhance personal achievement and service provision.
6. **Communicating and influencing**
Communicates in a constructive and positive manner. Supports other team members to develop or enhance their skills.
7. **The ability to develop yourself and others**
Seeks opportunities to enhance personal learning and development. Demonstrates the ability to support and coach others.
8. **Teamwork and collaboration**
Is able to work collaboratively with team members and to contribute to the development and achievement of team goals.

Special conditions

May be asked to occasionally attend meetings out of office hours, for example in the early evening. Prior notice will be given.

May be asked to attend meetings with project partners/the client at venues outside of UWE which are overseas. Prior notice will be given.

May be asked to attend events or conferences to represent the Science for Environment Policy news service. Prior notice will be given.

Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

Risk 1

DSE / VDU User

Risk 2

Choose an item.

Risk 3

Choose an item.

Risk 4

Choose an item.

Risk 5

Choose an item.