

## Managing Editor - BJOT

### Role profile

### About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 90 years; and today, we are thriving with over 35,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this, we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

### What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts and makes decisions as individuals and as one team. And they drive us in our approach to achieving our vision and purpose.

Our values	
<b>We Impact</b>	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
<b>We Challenge</b>	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
<b>We Elevate</b>	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
<b>We Respect</b>	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

### Brand and Marketing Directorate

It's an exciting time to join RCOT and the Brand and Marketing team. We're working to transform awareness of occupational therapy across the UK, making sure it's understood, respected and valued and that the vital contributions our members make to a healthier society are recognised and celebrated.

Our team plays a central role in building a thriving, engaged membership community. We're focused on growing our membership and empowering members to be strong advocates for the profession and for the people who use health and social care services. Through strategic brand development, compelling storytelling and high-impact campaigns, we aim to elevate the voice of occupational therapy and support our members in driving positive change.

### The purpose of your role

In the role of **Managing Editor - BJOT** you will lead on and be responsible for the editorial development and management of BJOT. You will drive the quality of the journal in terms of process and editorial policies, ensuring these are both appropriate and applied. You will ensure a high-quality timely service for authors and reviewers ensuring rigorous peer review. Working closely with the Editor-in-Chief, you will provide expert publishing input to the content strategy of the journal, in conjunction with the journal's editorial board to deliver their vision for the journal. You will be the primary contact of the publisher on a day-to-day basis to manage the publishing contract including renewals to ensure that communications are maintained and are productive.

You will provide regular communication and reports to RCOT on journal development and suggest structural or other changes that will support journal development and keep up to date with ethical, technological and commercial changes in the field of research journal publishing to advise BJOT personnel and RCOT staff of changes that may impact on the journal and the organisation. You will also be required to initiate, proactively suggest and manage other aspects of journal development that may arise.

Your main responsibilities	What you bring to the role
<p><b>Operational delivery</b></p> <ul style="list-style-type: none"> <li>Managing the contract with the publisher on a day-to-day basis, including renewal or other contractual concerns and acting as chief point of contact with the publisher on a day-to-day basis. Liaise with the RCOT Head of Finance on suggestions for renewal terms or other concerns. Proactively communicate concerns or suggestions as to contractual arrangements to RCOT.</li> <li>Driving and developing the editorial strategy of BJOT in terms of process, leading on editorial development and management of BJOT.</li> <li>Working with the journal's editor-in-chief and editorial board, RCOT, and the publisher to improve the impact of the journal through content strategy that will result in higher-quality submissions, increased citations and a higher-profile for the journal. Deputise for the editor-in-chief as appropriate.</li> <li>Ensuring that the editor-in-chief, associate editors and editorial board members, and any other voluntary or paid staff are aware of or alerted to ethical or other publication concerns relating to research integrity and providing expertise as necessary.</li> <li>To ensure communications between BJOT editorial and the publisher on ethics matters are efficient and timely and are acted on appropriately.</li> <li>Having financial oversight of the journal's RCOT-based costs (other than the editor-in-chief's invoicing), including responsibility for approval of invoices, and preparing and request budgetary needs on an annual basis.</li> <li>To monitor developments in the online journal publishing market, including Open Access, and other initiatives to inform RCOT strategy.</li> <li>Acting as chief point of contact for authors, reviewers and others with editorial queries for the journal as well as board members, associate and guest editors and any other editorial queries for consideration, liaising with the editor in chief as necessary.</li> <li>Ensuring management of the journal peer review process, acting on behalf of the editor-in-chief in sending decisions and reviewer invitations, or overseeing this.</li> </ul>	<ul style="list-style-type: none"> <li>Extensive recent experience of working in STM (Scientific, Technical and Medical) publishing in an editorial management role with responsibility, and management experience</li> <li>General understanding of the theory and practice of occupational therapy or a related field</li> <li>Experience of managing a publishing contract including both day-to-day and longer-term contractual monitoring.</li> <li>High-level knowledge of peer review process in STM field and experienced user of online peer review systems (ScholarOne or similar)</li> <li>Strong and current understanding of online journal publishing market, including Open Access, and other initiatives.</li> <li>Experienced copyeditor and proof-reader of technical journal articles</li> <li>Good understanding of production processes in the STM journal field</li> <li>Proven experience of working with attention to detail in an editorial role</li> <li>High level of written English and grammar, including experience in assisting authors for whom English is their second language.</li> <li>Current knowledge of copyright, legal and ethical issues related to academic publishing</li> <li>Experience of setting and managing a budget and business planning</li> <li>Ability to lead, manage, supervise and motivate others, and to work as a member of a team</li> <li>Ability to represent BJOT at all levels, internally and externally</li> <li>Ability to work comfortably at both a strategic and an operational level</li> <li>Understanding of social media communications</li> <li>Effective communication, organisational and interpersonal skills</li> <li>Experience of working with and supporting editorial board/s and international researchers</li> <li>Experience of working under pressure, often to competing deadlines.</li> </ul>

Your main responsibilities	What you bring to the role
<ul style="list-style-type: none"> <li>Ensuring appropriate screening of submissions by the editor-in-chief and associate editors, as necessary, including guest editors screening for special issue submissions.</li> <li>Managing the copy flow of the journal, ensuring that the journal content for the publisher meets contractual requirements. Liaising closely and on a day-to-day basis with the publisher (production).</li> <li>Preparation of accepted articles for production including substantive editing of articles that may require language assistance. Exporting of production ready articles, images and online materials to the Publisher in a timely fashion and to any given deadlines.</li> <li>Proof-reading of articles and final sign-off oversight of production quality of finished articles before publication. Ensuring that production standards and other publisher activities are appropriate and monitored.</li> <li>Maintaining a current and expert knowledge of research journal publication and changes in the commercial market.</li> <li>Managing the BJOT Twitter account as a platform to promote BJOT nationally and internationally, in consultation with the communications and marketing team.</li> <li>To monitor and advise on RCOT advertising and/or marketing materials to go forward to the publisher for inclusion online and to ensure materials meet the required standards.</li> <li>Maintaining strong communications with the journal's editorial board and ensuring that the editor-in-chief does likewise. Organising, with the publisher, meetings of the editorial board annually, or as decided, in addition to running any development group or similar sub-groups focused on editorial development.</li> <li>Administering editorial board renewal, development and administration related to board appointments and associate (subject) editor recruitment and ensuring that board members act within their terms of reference and are aware of their responsibilities.</li> <li>Responsibility for ensuring that the publisher provides board minutes, key metrics and other data requested to the RCOT and in addition providing reports, data, submission and other statistics as requested.</li> </ul>	<ul style="list-style-type: none"> <li>Experience and ability in using social media, online tools and journal reporting tools in ScholarOne.</li> <li>Excellent CMS and digital channel understanding across a range of platforms, able to spot, explore and apply emerging technologies.</li> <li>Good technical knowledge on available standards, methods, tools and applications, be able to analyse requirements and advise on scope and options.</li> <li>Understanding of digital marketing concepts, strategy and best practice.</li> <li>Strong project management skills.</li> <li>Good understanding the health and social care environment.</li> <li>Exposure to membership bodies and professional associations will be helpful.</li> <li>Proven supplier management experience.</li> <li>Significant experience in managing, reporting and applying insight from customer experience stats and analytics.</li> <li>Experience in taking a business partnering approach to creating and delivering digital activities campaigns.</li> <li>Strong analytics skills, with the ability to translate data into meaningful insight and apply learnings.</li> <li>Ability to influence a wide range of stakeholders and build credibility with a wide range of internal and external audiences and clients.</li> <li>High level of attention to detail and excellent proofreading skills.</li> <li>A solutions-driven and practical ability to create or adapt commercial strategies to suit the situation.</li> <li>Highly developed written and verbal communication skills including presentation and report-writing skills.</li> <li>Ability to work as part of a team and to collaborate effectively.</li> <li>Confident and proficient in using digital technologies to work collaboratively and productively in a hybrid working model, championing and promoting new ways of working.</li> </ul>

Your main responsibilities	What you bring to the role
<ul style="list-style-type: none"> <li>Attendance at the annual RCOT conference when required and/or, as necessary, attending editorial or associate editor meetings that may be held at other professional conferences or gatherings. Ensuring that SAGE stand is arranged annually at RCOT conference, liaising with RCOT personnel.</li> <li>Providing relevant training and support on using the online peer review system to the editor-in-chief and any subject editors, including preparation of documentation and protocols as necessary.</li> <li>Arranging editorial meetings and other meetings with RCOT staff relating to the journal.</li> </ul> <p><b>Values and culture</b></p> <ul style="list-style-type: none"> <li>Live our values in all that you do; celebrate it when colleagues live our values and raise it, respectfully, when they don't</li> <li>Engage in regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes)</li> <li>Take personal ownership of your career development, seeking support and guidance as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Highly developed and confident interpersonal skills, with the ability to influence colleagues at all levels and provide advice and guidance to senior leaders.</li> <li>High level of attention to detail and excellent proofreading skills.</li> <li>High levels of self-motivation, enthusiasm and passion for the professional organisation you represent.</li> <li>An enthusiasm to live and model the RCOT values across all areas of work.</li> <li>A demonstrable passion for including equity, diversity and belonging principles across all areas of work</li> </ul>

### A bit more about the role

- You'll report to** the Director of Brand and Marketing
- Your contract will be:** Permanent
- You'll work:** 28 hours a week
- You'll be based at:** London Bridge headquarters (hybrid working)
- You'll be paid:** Circa £50k per annum annum (£62.5k per annum FTE)

### Your main relationship will be with:

- The Editor-in-Chief – BJOT
- Head of Finance
- Director Brand and Marketing

### What we will offer you

- Paid holiday** calculated on a pro-rata basis - 25 days (FTE), approximately **20 days paid holiday** rising to 22.5 in the leave year after you've completed five years' service.
- Christmas closure** – we're closed over the Christmas period. Additional time will be given to all employees to cover any working days during this period.
- Pension scheme** – we operate a contributory pension scheme, you are eligible to join this scheme from your start date. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- Life cover** – four times your annual salary.
- Free eyesight testing.**
- Free Employee Assistance Programme.**
- Flexibility** through a hybrid working model which offers a blend of home and office-based working.
- Supportive networks and inclusive team** - we have several colleague networks to support colleagues and provide a space for discussion and reflection, as well as promote allyship.

## **Equity, Diversity & Belonging**

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.