



Creating a world of better opportunities

Job description

Publishing Controller (Journals & Conferences)

Hybrid - Stevenage

Fixed Term Contract

Grade 6

Full Time - 35 Hours per Week

Reports to: Publishing Services Manager (Journals & Conferences)

Where the role fits

This role is part of the Content Services team, within the Operations Team, that is responsible for the operational delivery of all products and services, across all customer groups and geographies.

The role of the Operations team is to define and deliver the operational strategy that enables the delivery of high-quality, cost-effective services, providing input into the product roadmap, with the Portfolio and Product Management team (PPM) and the Engagement and Growth team (E&G).

The Operations team are responsible for driving continuous improvement of processes, workflows, solutions and services, making use of advances in technology, whilst effectively managing outsourced services, to deliver efficient and effective continuous process improvements that minimises cost and risk to the organisation as a whole.

Purpose of the role

The Publishing Controller supports the efficient delivery of IET Conference Proceedings and Journals by assisting with peer review, production processes, and quality assurance checks. The role ensures that conference papers and journal content are processed accurately, meet publishing ethics and standards, and are delivered on time to the IET Digital Library, Inspec, and other third-party partners.

Working closely with the Publishing Services Manager, the Publishing Controller helps maintain smooth workflows across multiple systems, monitors the ingestion of Wiley-produced journal content, and contributes to the reliable and compliant publication of IET content.

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Manage the production and publishing processes of assigned conferences, ensuring all papers are published within the specified timeframes, budgets, and quality in line with Best Practice.
- Contribute to improving workflows and systems by identifying opportunities to streamline processes and enhance efficiency.
- Provide day-to-day support for conference processing, ensuring continuity of service during busy periods or colleague absence.
- Monitor the ingestion of final files for all IET journals supplied by external partners, ensuring accurate delivery into internal systems.
- Support the Publishing Services Manager with new projects, the introduction of new journals and conferences, and the integration of content into existing peer review and production systems.
- Assist with annual planning activities and collaborate with the wider content team as required.
- Participate in tender processes when needed and deputise for the Publishing Services Manager where appropriate.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals as a One IET team.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.

Skills and experience required

- Experience within an editorial, production, or academic publishing support roles, with an understanding of basic publishing workflows and timelines.
- Familiarity with industry-standard peer review or content management systems, with the ability to learn new platforms and processes quickly.
- Basic knowledge of XML creation/editing, file handling, and digital content processes, or a willingness to develop these skills through on-the-job training.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.
- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>SS, Head of Content Services</i>	<i>11.2025</i>
<i>Strategic People Partner</i>	<i>VD, Strategic People Partner</i>	<i>11.2025</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.