



The Institution of
Engineering and Technology



Creating a world of better opportunities

Job description

Publisher, Journals and Conference Proceedings

Hybrid - Stevenage

Permanent

Grade 11

Full Time - 35 Hours per Week

Reports to: Head of Product – Industry and Research

Where the role fits

The Publisher (Journals and Conference Proceedings) role reports into the Industry and Research team. The primary function of this team is to:

- Evolve the IET's presence in research content and communities to incorporate commercial, government and academic information and research needs.
- Expand the IET's activity beyond publishing so we are known as a solution provider of intelligence and analytics applicable to industry and research markets.
- Establish growth and leadership in emerging technology areas to strengthen the IET's position within its target sectors.
- Support the IET's growth ambitions by seeking new opportunities to evolve and develop the portfolio through organic growth, partnerships and acquisitions as appropriate.

Purpose of the role

The Publisher, Journals and Conference Proceedings provides leadership to the Journals and Conference Proceedings publishing programme, overseeing portfolio development, partner relationships, and industry best practices in research publishing. The role involves managing relationships with an international network of journal partners and co-owners, key publishing partners, and external stakeholders. Within the IET, the role provides industry expertise and insights into open access developments, evolving business models, and issues surrounding research integrity, whilst managing the Journals and Conference Proceedings team to achieve key performance targets.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

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)

- Lead and manage the journal development team, fostering a collaborative and performance-driven culture that supports the ongoing growth of the portfolio.
- Manage and develop the IET's peer-reviewed open access research journals portfolio through active engagement of the communities they serve
- Partner with, and support, journal partners and co-owners to ensure the development of journals are aligned with IET journal strategy
- With a particular focus on research integrity, Impact Factors, and usage statistics, manage journal quality and ensure accepted papers are of the highest standard.
- Develop and implement a competitive growth strategy, focusing on acquisition, co-publication, and identifying new markets and opportunities for product development.
- Collaborate with internal IET teams and external partners to optimise production, promotion, marketing, and sales processes, ensuring operational efficiency and market reach.
- Provide regular performance reports, tracking both operational and strategic KPIs, to ensure journal objectives are met and to support informed decision-making.
- Identify and evaluate new journal and topic areas, assessing each for portfolio fit and commercial potential, and contract qualified editors to support the development of new journals in alignment with organisational growth objectives.
- Oversee financial management and reporting for Journals and Conference Proceedings, ensuring alignment with budgetary goals and financial accountability.
- Establish and maintain strategic relationships and networks with appropriate societies, scholarly publishing communities, publishers, and funding bodies, collaborating to explore and secure new business opportunities and opportunities for expansion and innovation.
- Engage with IET global offices to support international publishing initiatives and expand the reach of the portfolio in key markets.
- Identify emerging research information needs within the market, developing proposals for new products or acquisitions that align with the IET's strategic vision.
- 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.

- **Shape the IET's future:** You'll play a key role in developing and implementing strategic plans that define the direction of the IET and contribute to long-term success.
- **Lead and inspire teams:** You'll provide strong leadership that motivates and inspires your team to achieve their best, fostering a culture of purposeful collaboration and open communication.
- **Maximise team strengths:** You'll enhance productivity and engagement by maximising your team's understanding and use of their strengths, ensuring that each team member can contribute their best work.
- **Manage performance and development:** You'll be responsible for setting clear objectives, monitoring performance, and providing feedback and development opportunities for your team members.
- **Build strong relationships:** You'll develop and maintain strong relationships with internal and external stakeholders, effectively representing the IET and its vision.
- **Make informed decisions:** You'll exercise sound judgement and make informed decisions, considering all relevant factors and potential risks to ensure optimal outcomes for the IET.

Skills and experience required

- Proven experience managing and growing a scientific, technical, and medical (STM) journal publishing programme with experience in managing an editorial team.
- Strong understanding of open-access publishing models, mandates, funding mechanisms, open science initiatives, preprints, data-sharing policies, and FAIR data principles.
- Strong understanding of publishing standards and practices, including peer review processes, editorial ethics, and research integrity
- Proven ability to ensure high-quality peer review, editorial standards, and article quality, with hands-on experience using editorial systems such as ScholarOne, Editorial Manager, or Open Journal Systems.
- Strong analytical skills, with experience using data and metrics to track key KPIs to improve operational efficiency
- Ability to build and maintain strategic relationships to enhance the IET journal programme

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

- **Proven leadership experience:** A demonstrably successful track record in a managerial or leadership role is essential.
- **Exceptional communication and interpersonal skills:** You'll possess excellent written and verbal communication skills, with the ability to present information clearly and confidently. You'll build rapport and trust with team members through effective communication and active listening.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively and manage your workload to meet deadlines consistently.
- **Technical or administrative expertise:** You'll possess in-depth knowledge of the relevant technical or administrative area, coupled with a commitment to lifelong learning and development to stay current with industry trends and best practices.
- **Motivational and inspirational leadership:** You'll be able to inspire and empower your team to achieve their full potential through facilitating learning and fostering a culture of innovation, collaboration, and excellence.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Inclusive and positive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, and each individual feels empowered to contribute and thrive.
- **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>B.V, Head of Industry and Research</i> | <i>11.2024</i> |
| <i>Strategic People Partner</i> | <i>H. T, Strategic People Partner</i> | <i>11.2024</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.