



# Creating a world of better opportunities

## Job description

### **Managing Editor**

Hybrid - Stevenage

Fixed Term Contract

Grade 9

Full Time – 35 Hours per week

**Reports to:** Executive Editor

## Where the role fits

The role reports into the Portfolio and Product Management team, which has responsibility for:

- Portfolio Strategy – responsible for defining the right mix of products and services to meet member and customer needs, including ownership of the Portfolio and Product Roadmap and end-to-end product lifecycle.
- Business and Market Intelligence – utilising data and external market research to inform strategic business decisions.
- Member and Customer Experience – responsible for intentionally designed member and customer experiences utilising insights to inform approach, and drive process optimisation through the adoption of a continuous improvement mindset.
- Product Management – responsible for developing products and solutions in line with customer needs to maximize penetration in target markets.

## Purpose of the role

The Managing Editor, within our Journals team, will be responsible for driving the growth, development and impact of their assigned journal portfolio. The role will focus on building strong connections with academic and research communities, working closely with Editors and Editorial Boards to identify journal needs, and creating and delivering strategic journal development plans. The Managing Editor will also collaborate with our publishing partner, Wiley, to ensure smooth day-to-day running of the journals, ensuring excellent customer service for authors, editors and reviewers. In addition, the Managing Editor will develop strategies and collaborate with the wider IET to strengthen journal quality, reputation, and reach of their assigned portfolio.

## 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)

- Drive the growth, development and impact of assigned journals through careful list management
- Create and deliver annual strategic journal development plans, in line with community needs, and regularly report on journal performance to Editors and partners
- Recruit and contract Senior Editors; build high-performing editorial boards and work closely with them to identify and deliver the strategic needs of each journal
- Oversee the article pipeline, working closely with the editorial and production teams at Wiley to ensure publication targets and agreed service levels are met, and to meet or exceed author expectations.
- Develop and implement strategies to increase quality and reputation through building citations and impact
- Work closely and collaboratively with Commissioning Editors to create and refine commissioning plans, ensuring a healthy special issue programme
- Build, maintain and share knowledge of competitor activity and market trends to inform decisions on journal development.
- Contribute to the IET's mission to become a leading promoter of open research by developing and sharing best practice around successful open access publishing with the team

- Collaborate with IET and Wiley marketing teams to ensure journal portfolio is promoted through all relevant channels
- Collaborate with other IET teams to maximise outreach and impact of assigned journal portfolio
- Willingness to travel occasionally and represent the assigned journal portfolio, programme and the IET at external events, conferences and workshops
- 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.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **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.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

## Skills and experience required

- Proven experience in managing a portfolio of STM journals
- Understanding of, and genuine interest in, open science and open access
- Knowledge of publishing processes, workflows, and industry standards
- Strong relationship management, networking, and communication skills
- Ability to adapt to change and manage multiple responsibilities simultaneously
- Confidence in interpreting data and applying insights effectively

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

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **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

Authorised by	Job Title	Date
Head of Department / Team	ED, Publisher, Journals and Conference Proceedings	08.2025

Strategic People Partner	HT, SPP	08.2025
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*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.*