

## Job Description

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**Job title:** Development Editor                      **Department:** International Editorial

**Reports to (title):** Editorial Team Leader                      **Division:** Oxford Education

**Date:** February 2020

### **PURPOSE OF THE JOB**

To shape print and digital manuscripts and briefs so that they are right for their intended users, and to work with design and production teams to ensure that high-quality, market-appropriate products publish on time and within budget.

### **PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS**

- 1     *Strategy and market*  
Demonstrate good core curriculum, teacher/learner, and competitor knowledge through market research planned in consultation with manager, develop full awareness of business unit strategy and individual brand strategy, and apply this to improve market focus and success of print and digital products.
- 2     *Editorial skills and best practice*  
Edit and accurately level manuscript, illustration, and digital briefs, and all proof /product release stages, and collate input from authors, partners and advisors, and implement structural editing and rewriting under the supervision of manager, so that print and digital products are accurate, appropriate, and accessible in the chosen format for the target audiences, and are consistent with the project brief, fully implementing and further improving best editorial practice. Some commissioning responsibility for individual components.
- 3     *Author relations*  
Demonstrate creative and effective author and adviser communications including helping to train authors to submit appropriate and high quality print and digital copy, to length and managing post-publication services to authors.
- 4     *Project management*  
Create and proactively monitor specific schedules, with support of manager, organise schedule meetings, plan ahead and proactively problem solve to avoid missed dates, follow best working practices, be familiar with systems, and contribute to process improvements so that print and digital products come out efficiently and on time.
- 5     *List management*  
Ensure that corrections are marked up/logged against the latest version of specified print and digital resources, and liaise with manager, author, production, design and digital (as appropriate) so that these corrections are implemented accurately and in good time.
- 6     *People management*  
Recruit, negotiate rates with, manage, brief, quality control, and support the best freelance editors so that they work efficiently on print and digital resources and meet their deadlines.
- 7     *Financial management*  
Assist in creating first cost and overhead (freelance, and adviser's) budget and monitor spend throughout, problem solving to ensure that the project is kept within budget.

## 8 *Communication and teamwork*

Communicate effectively with other departments, manager, and customers to ensure that print and digital projects are worked on efficiently and that colleagues understand the aims for a product and how to add value for the customer in an atmosphere of strong team spirit. Liaise with sales teams, as required, to ensure that product is market appropriate and marketing is timely.

### **KNOWLEDGE AND EXPERIENCE**

- Demonstrable editorial experience (ideally with experience of educational resources for primary-age students)
- Strong project management skills, with experience of managing schedules, budgets, and freelancers
- Educated to degree level or equivalent; high levels of literacy and numeracy.
- Excellent attention to detail.
- Excellent communication skills with an ability to work with a range of stakeholders.
  
- IT literate with experience of Microsoft Office particularly Word and Excel.
  
- Interest in/experience of international schools market

### **KEY INTERFACES**

Internal: Editorial Team Leader (manager)  
In-house editorial and publishing team  
In-house production, design, sales and marketing colleagues.

External: Freelancer editors and editorial service providers  
Authors  
Teachers and learners

### **DIMENSIONS**

- No staff reporting
- Supervised by manager through regular meetings, coaching and training where appropriate.
- Substantial contribution to multiple print and digital products/courses, with a particular focus on international primary publishing.

### **ORGANIZATION CHART**

Please refer to the latest version of the organisation chart on Oxford People.

***Maximum of two pages – end of job description***