



The
Geological
Society

Publishing Coordinator - Journals

The essentials ...

- Permanent, full-time (part-time considered)
- £28,000 per year
- Hybrid working with 2 days a week in our Bath office

The Geological Society Publishing House has an exciting opportunity within the publishing operations team for a 'Publishing Coordinator - Journals' to maintain the smooth running of the submission and peer review process for the Society's journal publishing programme.

Who are we?

Founded in 1807, we are the oldest geological society in the world. Today, we are a world-leading communicator of Earth science – through publishing, library and information services, cutting-edge scientific conferences, education activities and outreach to the general public. We also provide impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

We have a membership (Fellowship) of c. 12,000, more than 2,000 of whom are based outside the UK. Approximately 3,000 are Chartered Geologists or Chartered Scientists - professionals who have demonstrated a high level of technical competence in their field and a commitment to professional ethics.

We have been a major publisher within the community since 1811. An independent and international publisher, we are dedicated to providing a high-quality service to geoscientists globally and any surplus is invested to support our discipline. We publish a diverse range of books and journals on the Lyell Collection, with over 10,000 pages of new peer-reviewed geoscience literature being made available every year.

Overall responsibilities / requirements ...

To oversee the article submission and peer review process for the Society's journal publishing programme. Alongside the Publishing Coordinator for Books, implement agreed workflow and development updates across our submission, reviewing and licence management publishing operation systems and contribute to the operational side of the research integrity in house team. Reporting to the Head of Publishing Operations.

Peer-review

- Manage peer review on the Society's journal portfolio
- Management of editorial freelance services
- Maintain peer review turnaround times and acceptance levels
- Liaison and support of key stakeholders



- Excellent communication skills, teamwork and collaboration across team
- Accountability to meet competing deadlines in a dynamic environment
- Ensure that manuscripts meet requirements and follow current policies and procedures
- Uphold excellent contributor experience for authors, editors, and reviewers
- Work with different teams to identify key articles for promotion and improve journal visibility

Operational systems

- Develop system configuration skills required to become an operational systems specialist for the Society's manuscript submission and production system (currently Editorial Manager and Production Manager) and its third-party integrated systems (such as licence and open access management and research integrity tools)
- Work with colleagues to troubleshoot persistent manuscript, workflow or system issues, providing expertise and advice, and exercising judgement to resolve the issue
- Developing an understanding of XML tagging would be desirable

Research Integrity

- Work with colleagues to maintain guidance and use of tools to comply with industry research integrity standards
- Research integrity operational checks and assessments

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. As required, post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

What we're looking for ...

Essential

- Experience with STM publishing workflows
- Excellent communication skills
- Ability to work well as part of a team
- Experience in communicating with internal and external stakeholders
- Excellent attention to detail and decision-making ability
- Excellent IT proficiency and full familiarity with the normal range of office/publishing software
- Organized, deadline-oriented, and able to manage multiple priorities

Desirable

- Experience with STM submission and production systems
- Experience working with suppliers
- Working knowledge of XML and HTML
- Experience with research integrity issues and systems
- Good troubleshooting, analytical, and problem-solving skills
- Experience collaborating across teams and an ability to contribute to a culture of continuous improvement
- Degree level education
- Experience of working for a learned or professional society (or other charitable organisation with trustees, committees and volunteers)



Person Specification

- Excellent interpersonal skills, and a commitment to collaborative working across the Society
- Self-motivated, proactive, with the confidence to act independently and with a flexible approach
- A commitment to personal development and learning
- Ability to work under pressure and to deadlines, prioritising work accordingly
- Positivity and enthusiasm

A bit about us ...

The Geological Society is a registered charity and employs just under 60 staff at its offices in London and Bath. The Society Publishing House is based in Bath, from where we provide a full publishing service to an international geoscience community across a portfolio of books, journals, and associated products.

As an employee conscious company, we invest in our staff by emphasising training, growth and progression in every role. We firmly believe in creating a positive workplace wellbeing culture and offer a range of benefits to our staff including:

- 25 days basic holiday entitlement, increasing up to 30 days with continued service (pro-rated for part-time staff)
- Option to purchase up to 2 days extra holiday days per year
- Contributory pension scheme with 10% employer contribution
- Access to 24/7 online GP with mental health & wellbeing counselling
- Free premium Headspace account for you and 2 members of friends/family
- Discounts and recognitions scheme
- Cycle to Work scheme
- Season Ticket Loan scheme
- Life Assurance and Income Protection schemes
- Free access to Royal Academy exhibitions
- Free Geological Society Fellow membership for qualified staff

The Society is committed to fostering an inclusive culture that promotes equality, values diversity and maintains a harmonious inclusive environment in which the rights and dignity of all its members visitors and staff are respected. We are an equal opportunities employer and the post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

How to apply ...

To apply for this position, please forward a copy of your CV together with a cover letter to recruitment@geolsoc.org.uk. Please ensure that your cover letter highlights your experience in no more than 500 words.

As part of our inclusive recruitment initiative, we have introduced the concept of anonymous recruiting in order to evaluate applicants solely on their skills and experience. With this in mind, we encourage you to:

- Anonymise your application by stating only your initials in your CV (including your file name) and cover letter
- State your initials only and job title you are applying for in the subject line when sending your application
- Ensure that you have included your contact email and number, as well as dates when you will not be available or might have difficulty with the indicative timetable



Please let us know if you will require any special provisions to be made should you be called for an interview. We regret that unsuccessful candidates will not be contacted.

All applicants must have the right to work in the UK.

