

## ROLE DESCRIPTION

<b>Department</b>	Publications Department
<b>Job Title</b>	Scientific Content Editor
<b>Hours</b>	37.5 hours per week

### **Job Purpose:**

To coordinate the curation, creation and promotion of BSAVA's scientific content and facilitate the processes that relate to our scientific output. This role is key in delivering the Association's strategy to regularly disseminate current evidence based scientific information on small animal matters to our members and the wider profession.

### **Source and nature of management provided:**

*The post holder will be responsible to the Head of Publishing. In their absence the post holder will be responsible to the Chief Executive.*

*The post holder will be expected to exercise considerable personal initiative.*

### **Staff management responsibility:**

*The post holder has no management responsibility.*

### **Special conditions:**

*Work location will be outlined in your employment contract, you will be required to attend the office or any other location for meetings, to receive training and for the Association's Annual Congress.*

### **Main duties and responsibilities:**

Work cross departmentally to develop a scientific communications content plan, collaborating closely with the Marketing team to ensure activities align with product marketing plans, maximising communication opportunities to benefit member value.

Work closely with Marketing, PR and other teams as necessary to ensure all communications are proactively planned and scheduled.

Provide clear and informative responses to internal and external enquiries, working closely with other teams as necessary.

Responsible for researching and writing or commissioning communications on scientific issues that arise from policy consultations and Scientific Committee. Responsible for writing interpretative commentaries on scientific content and coordinating podcasts, webinars, infographics and other channels as appropriate to communicate BSAVA's scientific output.

Monitor current veterinary industry issues and news, identifying opportunities to deliver enhanced information to members beyond the headlines. Support the Marketing team in selecting appropriate content for the BSAVA news and social media channels.

Support the Scientific Committee in its work, providing secretariat support, coordinating projects and overseeing delivery to agreed deadlines. Build communication of scientific positions agreed within the scientific comms content plan. Work with the Scientific Committee to research and write/commission responses to scientific inquiries made to BSAVA. Maintain Research Notice Board.

Work closely with the Managing Editor (Companion and BSAVA Library) regarding commissioning or writing articles on BSAVA scientific activities for our monthly member magazine and also input into content collections for the BSAVA Library.

Work closely with the Head of Publishing and Editor of the Journal of Small Animal Practice (JSAP), identifying opportunities to promote JSAP publications to BSAVA members and the wider veterinary profession across various channels in order to increase engagement, including coordinating the annual JSAP best paper awards.

Work with volunteer committees and PetSavers staff to promote PetSavers grant outputs, specifically identifying papers relevant to practice, supporting promotion of research output from our grants to profession and supporters/public.

Maintain a schedule of scientific content ownership, including scientific position statements and scientific information documents, ensuring regular review and update deadlines are adhered to.

Participate in the BSAVA's Sustainability Working Group to help achieve BSAVA's sustainability goals and provide resources to members to promote sustainable working in small animal practice.

#### General

Alerting the Head of Publishing and the Chair of Scientific to any problems or delays.

Working on the BSAVA stand at relevant congresses if required.

Input into sales and marketing initiatives.

Compliance with relevant Association policies and procedures.

Contribute to the development and operation of all BSAVA Scientific Projects by individual initiative and membership of working parties and project teams.

Provide holiday and sickness cover for relevant members of the team.

Undertake appropriate training to support personal and professional development as identified through the appraisal process.

Carry out other such duties as are commensurate with the grade of the post.

This role description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your Manager.