

BSAVA ROLE DESCRIPTION

Department	Publications
Job title	Editorial Assistant
Manager	This role reports to the Head of Publishing
Hours	37.5 hours per week

BSAVA's Purpose

A world where the small animal veterinary profession and professionals can thrive.

BSAVA's Mission

Champion the profession by providing small animal veterinary professionals with the knowledge, resources, and community that empower teams to deliver exceptional care, sustain fulfilling careers, and achieve the best outcomes for animals and owners.

Job Purpose

To participate in and contribute to an effective team that will produce all BSAVA Publishing Projects as directed by the Senior Production Editor and Head of Publishing.

As BSAVA staff, we all have a responsibility to uphold the Association's values. We expect all staff to always maintain and promote our values, which are to:

- Nurture and support our communities
- Aim for excellence in all that we do
- Strive to be bold and innovative
- Be accountable and trustworthy
- Be rigorous and evidence led

Staff management responsibility:

None.

Special conditions:

Your work location will be outlined in your employment contract. You will be required to attend the office or any other location(s) as necessary for meetings, to receive training and onsite for BSAVA events.

Main duties and responsibilities:

- Assisting with publications projects as directed by the Senior Production Editor, Head of Publishing and other members of the Publications team.
- Editorial administration to support the Senior Production Editor, including (but not limited to):

- Project set up
 - Contract and payment administration
 - Obtaining permissions
 - Progress chasing
 - Manuscript checking and styling
 - Distributing proofs to authors and editors
 - Collating and checking proof corrections
 - Preparing prelim pages, metadata and other general information for projects
 - Updating project status records
 - Obtaining stock photos and working with freelancers to commission illustrations
 - Annotating graphics (working with Adobe Illustrator)
 - Adding security to client information leaflets as needed
 - Overseeing reprint corrections
 - Alerting the Senior Production Editor to any problems or delays.
- Companion administration to support the Companion Managing Editor, including (but not limited to):
 - Obtaining copyright forms for articles
 - Obtaining permissions where necessary
 - Proofreading of Companion articles.

Other

- Admin support for the Production Editors and other members of the team as needed.
- Acting as Minutes Secretary for the BSAVA Publications Committee.
- Liaising with colleagues including in-house typesetters.
- Liaising with editors, authors and freelance suppliers.

General

- Contribute to the development and operation of all BSAVA Publishing Projects by individual initiative and membership of working parties and project teams, including working with members of other Committees to deliver requested projects.
- Undertake appropriate training to support personal and professional development as identified through your performance reviews.
- Complying with relevant Association policies and procedures
- Perform other such duties as reasonably required and that are within the scope of your role.

This list is not exhaustive and is used to highlight the main components of this role.

Person Specification

	Essential requirements	Desirable requirements
Qualifications		Degree in life or health sciences
Experience		Relevant experience in STM and/or book publishing

		Experience of copy-editing and proofreading
Knowledge and skills	Good communication skills, both oral and written Eye for detail Able to organise and manage own work and resources effectively and to schedule	Good Microsoft Office skills Confidence in liaising with senior colleagues, external editors and authors, and others Able to act on own initiative and plan ahead
Personal qualities	Commitment to quality	