

## **Editor Job Description**

### **Job Details:**

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<b>Days of Work:</b>	Monday - Friday
<b>Working Hours:</b>	08:30 - 17:00
<b>Reports to:</b>	Publisher
<b>Department:</b>	Editorial - Publishing
<b>Place of Work:</b>	European Medical Group Ltd t/a European Medical Journal The MedBIC Anglia Ruskin University Alan Cherry Drive Chelmsford Essex CM1 1SQ

### **Job Description:**

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You will be helping to produce the 20 different titles in the European Medical Journal portfolio from start to finish. This will include travel across Europe to the major congresses within each of our therapeutic areas, helping to write the congress review section and then making sure the journals are ready to send to our database of over 400,000 healthcare professionals.

In addition, you are to be responsible for the accuracy and quality of content within the journals, supplements and eblast's published. You will be required to make sure all timelines are then met and all processes followed. Your role will be managing a fast growing team of 7 people, your team's aim is to always exceed with delivery on all projects.

It is also essential to be actively ensuring papers are engaging, informative and up-to-date. You will also be responsible for researching, commissioning and then conducting regular email correspondence with all journal contributors.

### **What you will be doing:**

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- Screening submitted manuscripts to assess suitability for journals
- Monitoring journal standards and implementing quality-control procedures
- Proofreading/ carrying out quality control of all content
- Ensuring published papers are engaging, informative, and up-to-date
- Responsible for assisting in writing, proofreading and copyediting content
- Maintaining spreadsheet and databases
- Networking with healthcare professionals at healthcare events
- Identifying areas for improvement, establishing a training schedule and training them accordingly.
- Continually developing and ensuring everyone uses our procedures, and specifications
- Managing the Editorial team, ensuring they are fully trained and achieving their KPI's
- Participating actively in weekly meetings with the Publisher

### **Skills needed:**

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- Medical science related degree (Masters, PHD preferable but not essential)
- 3+ years' experience in medical/healthcare publishing
- Leadership/managerial skills
- Extremely motivated and dedicated with meticulous attention to detail
- Good problem solving skills & ability
- Excellent English language and communication skills both written and verbal
- Highly organised and able to prioritise workload efficiently
- Strong IT Skills - MS (Excel, Outlook, and Word)
- Professional approach to time, costs, and deadlines

## Company Goals/Values

The goal of the European Medical Group is to become *'The go to place for healthcare professionals in Europe by 2025.'* The reason for this and the reason we are in business is *'To challenge and equip everyone to be the best they can, whether that is healthcare professionals, clients, staff and everyone else we interact with.'*

We want to build our Brand to be ***Energetic, Trusted, Progressive, Open-Minded and Best in Class.***

We work and live by the following values and want everyone that works here to do the same.

**E**ntire buy in - Everyone has ***loyalty*** to our vision, values, culture, and the long-term goals of EMG. We are committed to doing so in a ***positive*** and ***passionate*** way.

**M**ake sure you are self-reliant - We all need to be ***proactive*** and responsible for our own actions. This will lead to an ***inspiring*** place to work that we are all ***proud*** of.

**G**o the extra mile - Always give your best performance, this will create a team that is ***different*** to anything else, full of ***hard working, gold medal winners.***