**Managing Editor Responsibilities**

Job brief

Managing Editor is a professional responsible for company’s daily publishing operations and development and delivery of all editorial content. Managing Director taks include assigning and editing all articles, posting content online, managing editorial staff, developing editorial calendar and maintaining publication deadlines.

In order to attract Managing Editor that best matches your needs, it is very important to write a clear and precise Managing Editor job description.

Responsibilities

* To lead the Central Office Peer Review team, managing the Peer-Review workflow for Plants, People, Planet and New Phytologist. Provide direct managerial support to the Peer Review Manager and Editorial Assistant, as well as providing holiday cover and support in all aspects of the Peer Review process.
* Assist in complex matters relating to journal peer review (e.g. ethical issues and appeals) with the aim of minimizing the involvement of scientific editors, and advise on directing queries to the Executive Editor or Editors-in-Chief as appropriate.
* Work with the Peer Review Manager to ensure rigorous checks and protocols for plagiarism and, especially, image manipulation.
* Assignment of new submissions to the appropriate scientific Editor, this is a task shared with the Peer Review Manager.
* Handling of manuscripts rejected without review (task shared with Peer Review Manager), some manuscripts will be rejected directly (e.g. outside journal remit or incorrectly formatted) or upon the advice of an Editor.
* Providing support to the Peer Review Manager in the resolution of Author/Reviewer/Editor queries, including appeals and publication misconducts.
* Providing support to the Peer Review Manager in the strategic development of Peer Review initiatives, such as the journals’ manuscript Submission System, Scholar One, or with the publisher of the journals to ensure that the Trust’s reputation for rigorous and timely peer review is maintained.

Requirements

* Education to degree level or equivalent skills and experience.
* Two years’ administrative, scientific or publishing experience.
* Two years’ managerial or supervisory experience; ability to communicate with staff at all levels.
* Ability to produce, monitor and assess estimates/costs and to work within budget.
* Excellent time management skills in prioritising workload of self and others, project management and organisational skills; meet fixed deadlines, initiate and follow-up actions, all with minimal or no supervision.