

# Publishing Editor - Maths, Computer Science, Engineering

Ref: #PEM071218

**Location:** Central London

Hindawi is one of the world's largest open access publishers of peer reviewed journals. We passionately believe in open scholarly communication and strive to enable the widest possible access to the research we publish.

We are currently looking for a Publishing Editor to join our new team in London. If successful, you would be responsible for the success of a defined set of journals covering mathematics, engineering and computer science. The primary goal of this role will be to develop a close working relationship with members of the academic editorial boards to further develop the journals within the portfolio. We offer a competitive salary and benefits package, a central London location, a relaxed and supportive work environment, and the opportunity to contribute to scientific progress.

## Responsibilities

### *Portfolio Management*

- Be the key point of contact for your Academic Editors and build a close working relationship with them
- Prioritise journals for development and create as well as implement a strategy plan
- Ensure journals are represented in relevant indexing services and prepare journals for acceptance by additional services
- Develop knowledge of the research areas of your portfolio and use this knowledge to actively identify journal development opportunities
- Work alongside your Academic Editors to increase journal visibility, submissions, and reputation within the field
- Increase visibility and citations through commissioning and appropriate marketing

### *Special Issue Development*

- With the assistance of the Editorial Board, assess special issue proposals submitted to the journals within your portfolio
- Give guidance to the lead guest editors to refine their call for papers

- Support the lead guest editors in promoting their call for papers to prospective authors
- Compile reports on the status of the special issues within your portfolio
- Explore and implement methods to promote special issues once they are published

### **Skills and experience**

- A minimum of 1 years' experience in the publishing industry
- Degree or further degree in mathematics, engineering, or computer science
- Knowledge of peer review and the publishing process
- An interest in Open Access publishing
- Excellent communication skills
- Strong organisational skills, with attention to detail
- A positive and proactive approach to problem-solving in daily tasks
- Able to work cooperatively with colleagues at all levels
- A high level of computer literacy
- Experience of working in a startup and/or tech environment desirable

### **Benefits**

- Competitive salary
- Matching pension funding (4% of salary)
- Private medical and dental insurance
- Season ticket loan
- Cyclescheme

### **Compensation**

Salary based on experience

To apply for the position, please send your CV and cover letter, including salary expectations, notice period, and your motivation for working with us to [londonjobs@hindawi.com](mailto:londonjobs@hindawi.com). Applications will be considered on a continuous basis, so early applications are encouraged.