



Job Description

BERA Publications Manager

**Reports to BERA Chief Executive
Grade: 3 (starting salary £37,000–41,000)**

Main purpose of the job

The BERA Publications Manager works with the Association's office staff, publications committee, editorial teams and boards, BERA members and external partners to deliver and develop an ambitious publishing programme encompassing four highly regarded academic journals, quarterly members' magazine *Research Intelligence*, the regularly updated BERA Blog, book series published with external partners, and a variety of research reports and other ad hoc outputs. The publications manager advances BERA's strategic priorities and enriches education as an academic discipline by:

- acting as a commissioning, desk and production editor across a variety of projects
- overseeing relationships with external freelancers and partner publishers
- providing practical support of all kinds to journal editors, and to other committees and groups within BERA
- developing new publishing solutions, both print and online, for reaching different audiences including academics, teachers and policymakers
- providing specialist publishing advice and services to the organisation as a whole.

About the British Educational Research Association (BERA)

BERA is the largest UK-wide educational research organisation. With almost 2,500 members, it is a member-led organisation dedicated to supporting educational researchers and promoting high-quality research in education. It seeks to enhance the field of study, the growth of public knowledge and critical understanding, and the application of findings for the improvement of educational policy and practice.

Since its inception in 1974, BERA has expanded into an internationally renowned association with UK and non-UK based members. It strives to include the diversity of educational research and scholarship and welcomes members from a wide range of disciplinary backgrounds, theoretical orientations, methodological approaches, sectoral interests and institutional affiliations. It also encourages the development of productive relationships with other associations within and beyond the UK.

Aspiring to be the home of all educational researchers in the UK, BERA provides opportunities for all to contribute through its portfolio of distinguished publications, its world-class conference and other events, and its active peer community organised around over 30 Special Interest Groups. Further information can be found at www.bera.ac.uk.

The BERA Office

BERA has a small central office, designed to manage the day-to-day business of the Association. Its work is overseen by a Chief Executive appointed by Council, who is responsible for, and has oversight of, all BERA's functions and activities.

We offer a generous set of terms and conditions, including 27 days annual leave plus 10 closure days and bank holidays and 10% employers' pension contribution.

The BERA office operates on a flexible working arrangement, with some core days in the office (currently based at the UCL Institute of Education in Bloomsbury) required of all staff. Flexibility is a central part of our offer to staff.

Main duties and responsibilities:

1. Managing BERA's publications activity

- Developing, delivering and distributing BERA's publications portfolio
- Maintaining and developing publication standards (including editorial style guides and branding guidelines) and ensuring their consistent application across BERA's publishing activities
- Developing and maintaining relationships with internal and external partners and stakeholders
- Maintaining an overview of issues, debates and developments in publishing, in particular around the implementation of open access policies
- Ensuring that BERA's work is informed by the latest trends and developments in publications design, production and dissemination, and that good practice is followed and shared across BERA's office team and committees
- Maintaining BERA's library and archives
- Delivering value for money by periodically tendering for services from designers, printers and other suppliers

2. Overseeing BERA's journals portfolio

- Managing day-to-day contractual relationships with publishing partners, liaising with editorial office, production and marketing teams to meet each journals' objectives
- Providing and managing support for the Editors of our journals, including monitoring their use of editorial support funds, and helping to develop and deliver special issues, awards and other initiatives
- Providing secretariat and other support to journal editorial boards
- Ensure that BERA's Publications Committee has effective oversight of the journals portfolio, through regular reports, meetings and consultations
- Work with BERA leaders and publishing partners to formulate strategies to develop and future-proof BERA's journal portfolio in response to new developments in the publishing landscape
- Identify and pursue opportunities to market and promote the journals, including at events and conferences, and support the editors to this end
- Oversee and support the recruitment of new journal editors and editorial board members as necessary

3. Managing BERA's academic publishing across contents including *Research Intelligence*, BERA's Blog and online publications

- Managing the commissioning and production of *Research Intelligence*, including liaising with academic editor/s and external suppliers and freelancers

- Supporting the editorial team of the BERA Blog, including soliciting submissions, editorial office management, quality assurance and publishing posts online
- Liaising with others to ensure the BERA website is up to date and has the necessary content
- Liaising with web designers and web hosts to ensure the website is continuously improved
- Commission and/or manage the publication of outputs arising from various BERA activities, including grant funding, commissioned research, events and reports
- Conduct annual reviews of design, print and other suppliers to ensure quality and value for money

4. Other duties and general responsibilities

- Assisting with project work as required, sometimes taking the lead on parts of projects
- Contributing to the overall management of the BERA office, supervising budgets, areas of work or staff as appropriate
- Monitoring and reporting on financial aspects of the publications work
- Organising committee and working group meetings, producing papers and reports and taking minutes when required
- Networking with contacts at other associations and other stakeholders, both within the UK and abroad, to maximise engagement
- Maintaining accurate and effective administrative systems
- Undertaking general clerical and other such duties as may reasonably be required
- Ensuring insurance, legal, health and safety obligations are adhered to
- Provision of such other assistance as may be required by your line manager
- Ensuring excellent customer service and quality delivery

The above list is not exclusive or exhaustive, and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post. As duties and responsibilities change the job description will be reviewed and amended in consultation with the post holder.

In addition, the post holder will be expected:

- To actively follow and promote BERA policies and procedures, including an awareness and observation of fire and health and safety regulations.
- You will be required to travel within the UK, with occasional overnight stays.
- To carry out any other duties commensurate with the grade and purpose of the post.

How to Apply

Candidates should use the attached application form, paying particular attention to the areas as set out in the person specification. Please also complete the equal opportunities monitoring form and submit to admin@bera.ac.uk

By applying for this role you are declaring that you have the right to work in the UK, and proof of this will be required before a final offer can be made.

If you would like a conversation about the role, please email publications@bera.ac.uk and we will try to respond to you. The current postholder leaves towards the end of February 2022 – we understand you may not be able to start by that point but would want to you to hold some handover meetings. The post is available as soon as possible after appointment has been confirmed.

The final deadline for applications is 11.59pm on Monday 10th January 2022, with initial interviews set to take place on either 19th or 20th January, these will be held virtually. We will acknowledge all applications received but cannot offer feedback on non-shortlisted candidates.

December 2021

Person Specification	Essential or Desirable	Assessment method (Application/In interview)
Criteria		
Qualifications, skills and knowledge		
A thorough understanding of professional publishing, ideally in an academic setting.	E	A/I
A thorough understanding of the changing publishing environment, particularly around soft copies, websites and social media	E	A/I
Excellent communication skills, both written and oral, including the ability to convey complex information in a clear and understandable way, and the capacity to negotiate at all levels of an organisation, both within BERA and externally.	E	I
Having the personal stature and capability to influence a broad range of people including key decision makers/ stakeholders.	E	I
Highly organised in your approach to work, with the ability to prioritise your work under pressure to ensure it is completed accurately and to deadline, exercising initiative and working independently as appropriate.	E	A/I
Excellent IT skills and computer literacy and familiarity with the Microsoft suite of software to intermediate level in Word, Excel, PowerPoint, Email, Outlook, and the internet.	E	A/I
Experience		
Experience of academic publishing	E	A/I
A track record of having written, edited and published for a range of different audiences	E	A/I
Experience of having managed a publications processes including tendering, commissioning and overseeing production	E	A/I
Experience in using own judgment and sound decision-making	E	A/I
Having worked with academic editors or contributors	E	A/I
Working experience in a higher education or research environment	D	A
Experience of significant delegated authority and budgetary approval	D	A
Recent experience of having worked with external partners and stakeholders	D	A
Experience of website maintenance	D	A/I
BERA Ways of Working		
Taking proactive steps where you see an opportunity to fulfil a need	E	A/I
Knowing your key stakeholders and keeping them informed.	E	I
Working methodically, prioritising and managing tasks.	E	I
The desire to work as part of a team, with a commitment to be collaborative, inclusive and supportive of colleagues.	E	I