

Job description

Job title:	Director of Publishing and Scientific Affairs
Division:	Publishing & Scientific Affairs
Grade:	Executive Officer, Leadership Team
Reports to:	Chief Executive
Direct reports and team:	TBC – currently 4 Direct Reports: • Head of Editorial • Operations Manager, Publishing • Institutional Sales Manager • Scientific Officer • Team of c. 18
Size of budget:	c. £2M
Overall purpose of the role:	• Delivers the Society's strategic goals relating to the advancement of endocrine science (strategic goal 2), including primarily leading on all commercial publishing activities and management of the Science Committee. • Contributes to the overall strategic objectives of the Society and the effective and efficient running of the organisation as an Executive Officer
Key accountabilities	• Delivers the financial and non-financial business objectives for the Group's publishing activities. • Ensures the Society delivers a range of services and member benefits that support scientists working in hormones and related fields, increasing member numbers, high levels of satisfaction, and agreed renewal rates among research-active Society members. • Champions and implements strategies aimed at increasing scientist member recruitment, recruitment into endocrinology, career development at all levels and enhancing advocacy efforts. • Implements and delivers a financially successful transition to Open Access (OA) journal publishing, within agreed timescales • Represents SfE and Bioscientifica in meetings with stakeholders regarding Group scientific affairs
Date:	September 2025

Responsibilities

Key responsibilities		% of time
Publishing	- Leads the SfE Group's publishing activities; delivering the publishing strategy to maximise long-term asset value, revenue and profitability. - Acts as Account Director for all publishing clients and co-owning partners. - Works cohesively across the organisation to ensure a coordinated approach and realising suitable cross-divisional opportunities in support of meeting the publishing strategy	80%
Research-active members of the Society	- Leads on the support of research active members of the Society; ensuring an appropriate suite of activities and member benefits that increase the number of members in this category. - Supports the Science Committee to align their activities with the Society's overarching strategic goals and values.	10%
Organisational leadership	- Recruiting, retaining, managing and developing staff in the Publishing Team as well as the Scientific Officer. - Contributing to visionary leadership and efficient and effective management of the Society's staff and activities as an Executive Officer.	10%

Person specification

Skills and experience	
Technical skills:	- In depth knowledge of STM publishing. - IT literate, including Microsoft Office. - Financially literate, especially profit and loss accounting and budget planning. - In depth knowledge of editorial, production, sales and marketing activities in scholarly journal publishing.
Experience:	- Proven experience working in STM journals publishing. - Experience of working with committees and charity volunteers. - Demonstrates experience working within academic or healthcare professional organisations (desirable). - Degree in bioscience / biomedical subject or equivalent work experience (desirable).
Behavioural competencies:	Leadership and Management: - Visionary Thinking: Ability to set a clear vision and strategy to support research-active members of the Society and for the journal portfolio. - Team Leadership: Leading and motivating colleagues within the scientific affairs team and the wider organisation. - Decision-Making: Making informed and timely decisions, often under pressure. - Strategy and innovation: Staying updated with the latest trends and challenges; market-led and customer focused; implementing new ideas to improve impact

	and reach; actively seeks and converts new business opportunities; leads a culture of continuous improvement. • Resource Management: Efficient management of resources including budget and personnel. • Time Management: Excellent time and task management. Communication Skills: • Effective communication: Clear and concise written and verbal communication, confident presentation skills; able to handle disputes and disagreements professionally. • Networking: Building and maintaining professional relationships within the relevant communities of stakeholders, and within publishing and associations industries. Interpersonal Skills: • Resilience: Able to work under pressure and remain professional at all times. • Collaboration: Working effectively across all levels of staff within the organisation, with the organisation's governance and all other stakeholders. • Cultural Competence: Respecting and valuing diversity. Demonstrates strong self-awareness of own abilities and development needs, and proactively seeks out learning opportunities, both internally and externally, to ensure that these are met.
Other relevant requirements:	• Membership of an appropriate industry professional organisation is desirable. • Willingness to travel within the UK and overseas. • Valid passport required.