

## **MANAGING EDITOR Full-Time Permanent**

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

### **POSITION DESCRIPTION**

Summary: The managing editor is responsible for the day-to-day operation of the Journal of Obstetrics and Gynaecology Canada, a monthly, peer-reviewed, international medical journal, published by Elsevier. This includes overseeing the flow of manuscripts from submission to publication, developing and updating manuscript management systems, and building and maintaining good working relationships with the journal's editor-in-chief and editorial board, authors, manuscript reviewers, publishing and translation staff, SOGC staff, and other stakeholders.

## **KEY RESPONSIBILITIES**

### *Editorial*

- Oversee the work of a contracted editorial coordinator who manages the movement of manuscripts from submission to acceptance and handles general support queries
- Coordinate the production of special features and editorial content for each issue
- Before sending an accepted article to production, copyedit the abstract and send for translation and edit tables according to journal style, flagging any major issues to Elsevier's copyediting team
- Review each copyedited, author-approved article in the online platform Proof Central, and follow up with the journal manager (at Elsevier) on any issues related to the copyediting or layout
- Proofread each issue of the journal in its entirety (3 reviews per issue)
- Create an article lineup for each monthly issue
- Ensure timely publication, following the milestones set out in the production schedule and managing delays as they arise

### *Reporting*

- With the editor-in-chief, prepare a biannual presentation, reporting on journal metrics, achievements, and challenges
- Provide a report of journal metrics (KPIs) to the SOGC's board of directors (quarterly and yearly)
- Prepare ad-hoc reports on the journal's performance, as requested by the SOGC's Chief Scientific Officer

### *Process Monitoring and Improvement*

- Ensure online submission system is being used as efficiently as possible and work with Elsevier to make improvements
- Review and improve article tracking systems
- Work with Elsevier to develop and maintain consistent copy editing standards that reflect best practice
- Update JOGC style guide in coordination with Elsevier
- Update author instructions to ensure accuracy and clarity
- In partnership with the Editor-in-Chief, identify new and emerging areas of content, features, and services for the journal; develop and implement mechanisms for soliciting this content

### *Administrative/Other*

- Manage relationships with the publisher and contract translators and editors
- Create annual budget, quarterly forecasts and managing to such
- Source outside editors and contractors as needed (e.g., French copy editor, clerical support, IT support)

- Handle or escalate to Elsevier any operational or ethical issues that are brought forward by the editor-in-chief, editorial coordinator, or other stakeholders
- Coordinate and participate in biannual editorial board meetings (i.e., scheduling; preparing the agenda; organizing logistics, travel, accommodation, food, etc.; verifying and submitting expense claims; recording proceedings and distributing minutes)
- Run and monitor the JOGC Twitter account
- Organize an annual reception for authors and reviewers, which usually takes place at the SOGC's Annual Clinical and Scientific Conference in June
- With the editor-in-chief, represent the journal at conferences and meetings when required
- With the editor-in-chief, prepare and present reports and workshops when required
- Request that the JOGC homepage be updated with once an issue is posted
- Monitor media mentions and flag any issues of concern to the editor-in-chief and SOGC

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- University degree in English, journalism, or communications or editing certifications and at least 3 years' editing experience
- Excellent command of English grammar and editing practices
- Ability to work in French (written and spoken)
- Familiarity with medical, scientific, and statistical language and style conventions
- Clear knowledge and proven experience with the publication process and the roles of the production team members
- Knowledge of publication ethics and legislation, encompassing copyright, misconduct (plagiarism, libel, fraud), and privacy
- Familiarity with the principles and ethics of peer review
- Strong project management skills
- Proven ability to manage multiple priorities and meet tight deadlines
- Ability to delegate
- Strong Microsoft Office skills (Word, PowerPoint, Excel)
- Experience using Adobe Pro markup functions

#### *Assets*

- Experience in medical journal publishing (a significant asset)
- Experience using Editorial Manager
- Experience using Proof Central
- Familiarity with the *AMA Manual of Style*
- Experience working with authors whose first language is not English

## **ADDITIONAL JOB REQUIREMENTS**

- Ability to work weekends and overtime
- Some travel may be required

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested in this position, please submit your cover letter and resumé to [jcook@sogc.com](mailto:jcook@sogc.com) by September 16th, 2022.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.