

# Candidate Brief

**Production Editor (Maternity Cover)**

**CABI Publishing  
Wallingford**

**November 2016**

## CABI BACKGROUND

**CABI ([www.cabi.org](http://www.cabi.org)) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.**

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

### CABI's Knowledge Business

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

### Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.

### Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

### Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	<b>Production Editor</b>
<b>Salary range:</b>	£23k to £30k, depending upon skills and experience
<b>Grade:</b>	Hay Band 3
<b>Reporting to:</b>	Senior Production Editor
<b>Direct reports:</b>	None
<b>Key peer group:</b>	Production and Editorial teams
<b>Location:</b>	Wallingford, Oxon, UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> )

**Purpose of the role** To oversee production of allocated titles

### Key Accountabilities

- On selected titles, as necessary:
  - Select freelance editorial staff (copyeditors / proofreaders / indexers), negotiate charges and delivery times
  - Approve freelance costs
  - Liaise with freelance staff regarding style and quality
  - Liaise with authors/editors regarding problems and queries on manuscripts / artwork
  - Approve manuscript ready for typesetting
  - Prepare type specs and layout sheets for typesetters
  - Quality control of editorial and typeset work including feedback to suppliers
  - Prepare artwork (sizing, corrections): judge aesthetic acceptability – request replacements if required and ensure replacements accurate/ acceptable
  - Prepare layouts for colour sections: liaise directly with printers and authors regarding setting and proofing
  - Collate proof corrections from author and proofreaders
  - Approve corrections implemented (judge necessity and accuracy)
  - Finalize copy for press; ensure corrections made, pages correct (running headlines, folios, titles, etc), even working (number of pages), and correct electronic files received
  - Progress chasing during production (typesetters/authors/freelance staff/ printers)
  - Offer advice to authors on preparation of indexes, and on preparation of camera copy
  - Subedit and proofread indexes, quality control those supplied by authors
  - Copyedit and proofread books as workload allows
- Liaise with Editorial team and keep them informed of progress with titles
- Maintain/update production schedule
- Maintain/update all other production records and documentation
- Liaise with E-Production team and ensure all e-files are supplied as required

## CANDIDATE PROFILE

### Knowledge & Skills

- Good grasp of English grammar essential
- Excellent eye for detail
- Experience of Word and Excel
- Numerate
- Knowledge of copyediting/proofreading desirable
- Knowledge of electronic data capture/storage/manipulation desirable

### Education & Qualifications

- Educated to Degree level, preferably in a Life Science
- Postgraduate publishing qualification desirable

### Personality Characteristics

- Good interpersonal skills
- Self-motivated, able to concentrate and avoid distractions in a busy office
- Interest in new technology
- Innovative
- Good humoured
- A well-motivated approach to the work and a commitment to the quality production of books

### Experience

- 1-2 years' experience in a publishing environment

### Special Circumstances

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#### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser [http://www.surveymonkey.com/s/CABI\\_Equal\\_Opportunities\\_Survey](http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey))

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

## SECONDMENT

This role may be filled on secondment from the corporate sector or from other large international development organisations. To discuss a secondment opportunity, please contact Neil MacIntosh, HR Director, at [n.macintosh@cabi.org](mailto:n.macintosh@cabi.org)

## HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 52/2016 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.