



Candidate Brief

Content Editor

CABI Wallingford

October 2017

CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

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, the USA and Zambia.

CABI's Knowledge Business

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

International Development projects and research

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to www.cabi.org and www.plantwise.org

THE ROLE

Job title:	Content Editor
Salary range:	£27,000-£32,000
Grade:	Hay Band 4
Reporting to:	Content Manger (Team Leader, Editorial, ISC Projects)
Direct reports:	None
Key peer group:	Content Developer; Web Developer; Project Scientist

Location: Wallingford, 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 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 <http://www.ukba.homeoffice.gov.uk/>)

Purpose of the role:

This post contributes to the generation and management of content associated with the Invasive Species Compendium (ISC), other compendia and the CABI Invasive Species Programme (ISP). The ISC is a global resource covering invasive species of all taxa apart from human pathogens and is one of the knowledge platforms supporting the ISP. In the longer term, this post may also include other roles in knowledge management support for global ISP activities as the Programme grows, such as user needs assessment, product development and project management.

Key accountabilities:

- Commissioning, editing and management of peer review of expert summaries of invasive species for the Invasive Species Compendium. Additional management of coverage, quality and quantity of other content relevant to stakeholders in this scientific specialism. This content may include bibliographic records, full text, reviews, book chapters and other relevant types. Similar input to other compendia (Crop Protection Compendium, Forestry Compendium, Horticulture Compendium, Aquaculture Compendium, and Animal Health and Production Compendium) as the role develops.
- Liaise with the Content Manager (ISC, Editorial), KM Operations Manager and others across the Content Development Department on issues of quality, quantity and development of content processed for this area.
- Liaise with others across CABI who are responsible for the general creation, commissioning or acquisition of content types relevant to this area.
- Assist in the creation of content, such as writing blogs, suggesting reviews, book content and full text additions, and preparing other compendium material.
- Participate in projects and business development opportunities where required
- Disseminate practical information for projects focusing on invasive species management, prevention and control
- Management of data e.g. that derived from in-country field surveys

CANDIDATE PROFILE

Knowledge & Skills

- Undergraduate or postgraduate degree in appropriate scientific discipline
- Excellent editorial skills
- Excellent communication skills, both written and oral, and an eye for detail
- Enthusiasm for scientific communication
- Broad knowledge of, and interest in, current developments in appropriate scientific discipline
- Business awareness
- Understanding of bibliographic databases and information management
- Understanding of electronic publishing

Experience

- Three or more years' experience in an editorial role in academic publishing or in another information/data management role related to the scientific discipline
- Data management and analysis experience
- Project experience
- Technical aptitude, including use of in-house databases and proprietary software
- Foreign language skills

Personal Characteristics

- Team player
- Self-motivation and commitment
- Good sense of personal responsibility
- Flexibility
- Customer/end user focus
- Enthusiasm

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.



HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 38/2017 to recruitment@cabi.org. Please state where you saw this advertisement.

Please note closing date for receipt of applications is 31st October 2017