

# Candidate Brief

**Content Editor, Plant Sciences**

**CABI Wallingford, UK**

November 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](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Content Editor, Plant Sciences
<b>Grade:</b>	HAY Band 4
<b>Salary:</b>	£27,000-£33,000
<b>Direct reports:</b>	None
<b>Key peer group:</b>	Content Editors, Content Developer
<b>Location:</b>	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 <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> )

### Purpose of the role:

This post in the Content Management team is responsible for sourcing, editing and managing the content of CABI online information resources and database-related products, and contributing subject expertise to knowledge management projects. The post also involves product development and product management responsibilities for subject-specific products and would benefit from a creative approach to developing content and products.

The Content Management team provides subject-specialist, editorial and management expertise for the production, development and management of CABI's information products and projects including the CAB Abstracts database, Global Health database, internet resources, compendia and knowledge resources.

This job would suit a person wishing to apply their subject knowledge and editorial skills to the production, development and management of a range of existing and new subject-specific products and projects.

### Key accountabilities:

- Responsible for the content, development and product management of online resources in plant sciences, including some forestry and/or plant protection resources
- Sourcing material for inclusion in the CAB Abstracts database and related products, including grey literature and full text
- Monitoring the quality of content provided by external suppliers
- Providing editorial assistance and commissioning for CAB Reviews
- Providing support for the Sales and Marketing teams
- Writing news and blogs for a scientific audience
- Using social media to raise CABI's profile
- Providing editorial input to projects

## CANDIDATE PROFILE

### Knowledge & Skills

#### Required

- Comprehensive and up-to-date plant sciences subject knowledge
- Interest in current developments and trends in electronic publishing
- Excellent editorial and analytical skills, including excellent attention to detail
- Excellent communication skills and enthusiasm for scientific communication
- Organizational skills and the ability to work to tight deadlines
- Business awareness

#### Desirable

- Information management skills
- New product development and product management experience
- Foreign language skills
- Project experience

### Education & Qualifications

#### Required

- BSc in a relevant subject area

#### Desirable

- Postgraduate degree in a related subject or information management

### Personal Characteristics

- Team worker
- Self-motivated and committed
- Ability to work independently on a combination of different editorial tasks
- Willingness to learn and implement new skills
- Customer/end user focussed
- Flexible

#### 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 43/2017 to [recruitment@cabi.org](mailto:recruitment@cabi.org) Please state where you saw this advertisement.

**Please note closing date for receipt of applications is 12 noon (GMT) Monday 4 December 2017**