



International Society of Ultrasound in Obstetrics & Gynecology (ISUOG)

Job Description: Editorial Assistant

<u>Responsible to:</u>	Senior Editorial Coordinator
<u>Staff Liaisons:</u>	UOG editorial team, ISUOG marketing team
<u>Status:</u>	Permanent, 5 days (37.5 hours) per week
<u>Salary:</u>	£23,000-25,000 per annum dependent on experience, plus benefits
<u>Location:</u>	This role is based from ISUOG House, 122 Freston Road, London, W10 6TR. From 1st September 2021, a hybrid working arrangement is in place, subject to review after one year. The post holder must work from ISUOG House for a minimum of two days each week, subject to any COVID restrictions in place.

Job context:

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation across 140 countries, comprised primarily of clinicians who are ultrasound experts in the field of obstetrics and gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and wellbeing globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

Ultrasound in Obstetrics & Gynecology (UOG) is the official journal of ISUOG. It is recognised as the leading peer-reviewed journal on imaging within the field of obstetrics and gynecology, publishing important research from all parts of the world. UOG has an impressive Impact Factor of 7.3, with more than 5 million article downloads each year. It is published monthly and features an international authorship and a fully electronic manuscript submission and review process.

Job Purpose:

The Editorial Assistant will support the editorial team in achieving efficient and effective running of the peer-review, production and publication processes of UOG.

Main duties and responsibilities

- Assisting with editing accepted manuscripts, ensuring consistency, scientific accuracy and compliance with Journal style and providing linguistic improvement as required
- Assisting with checking typeset proofs, including incorporation of changes in revised proofs
- Monitoring revised manuscript submission and peer-review processes and resolving any problems that are identified
- Providing administrative support to the editorial team

- Assisting in the production of promotional materials for the Journal and dissemination of high-impact articles
- Taking minutes of Editors' conference calls and other meetings
- General
 - Compliance with data protection guidelines, GDPR and ISUOG policies
 - Development of positive relationships with all stakeholders, internal and external
 - Performance of other duties as necessary, which are reasonable, to meet the needs of the organisation
 - Commitment to the organisation's aims and values.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder is expected to perform. The job description will be reviewed regularly and may be changed in light of experience and in consultation with the post-holder.

Person specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ 2:1 (or better) undergraduate degree in biological or biomedical sciences 	<ul style="list-style-type: none"> ▪ Master's degree
Experience	<ul style="list-style-type: none"> ▪ Organising own workload ▪ Ability to meet deadlines and handle competing priorities 	<ul style="list-style-type: none"> ▪ Office administration ▪ Small team environment ▪ Principles of marketing ▪ Working with individuals outside the UK ▪ Working with academics
Knowledge & Skills	<ul style="list-style-type: none"> ▪ Accuracy and exceptional attention to detail ▪ Excellent written English ▪ Familiarity with commonly used statistical methodology ▪ Good computer and software competency, including Word, Outlook and Excel 	<ul style="list-style-type: none"> ▪ Adobe Photoshop ▪ Taking minutes ▪ Working knowledge of websites ▪ Writing news / reports
Personal Qualities	<ul style="list-style-type: none"> ▪ Efficient and well organised ▪ Team orientated ▪ Good initiative 	
Motivation & Expectations	<ul style="list-style-type: none"> ▪ Willingness to learn ▪ Desire to contribute ▪ Interest in scientific publishing ▪ Committed to ISUOG's values 	<ul style="list-style-type: none"> • An interest in and commitment to women's health