

PERSON SPECIFICATION

Managing Editor

Vacancy Ref: N2074

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
PhD in plant science or related discipline	Desirable	Application form
Post-doctoral research experience, (and a publication record appropriate to stage of career) and some experience in scientific publishing, OR extensive experience in scientific publishing together with Bachelor's or Masters degree in plant science/related discipline	Essential	Supporting Statement
An understanding of key issues in scientific publishing	Essential	Supporting statements/Interview
Experience of Editorial Office management, and journal editorial management	Essential	Application form
Evidence of team and line management skills	Essential	Supporting statements/Interview
Excellent written and oral communication skills, including the ability to present information clearly in an accurate and appropriate format	Essential	Application form/Interview
Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes	Essential	Interview
Good general computer skills, including the ability to adapt to new programs and databases. Intermediate to Advanced level user of Microsoft	Essential	Supporting statements/Interview
Ability to convey an appropriate rationale and interest in applying for this particular post	Essential	Application form
Effective interpersonal skills including evidence of working collaboratively within a team and providing appropriate guidance for	Essential	Interview
Experience in quality assurance procedures, records management and supporting committees (e.g. drafting reports and minutes)	Desirable	Supporting statements/Interview
Prepared to undertake overseas travel and to participate in scientific meetings that may extend beyond the normal working day/week	Desirable	Interview
Flexible/adaptable work attitude, essential within a small and busy office	Essential	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.