

## **Journal Development Specialist (9 positions)**

**Reports to:** Editorial Director

**Salary Range: JDS2** CAD66,800 – 83,500

**JDS1** CAD59,650 – 74,560

**Posting Period:** July 11 – July 29, 2022

### **What is Canadian Science Publishing?**

Canadian Science Publishing (CSP) is Canada's largest independent, not-for-profit publisher of international scientific research journals.

### **How are we changing?**

We are growing our teams to support our transition to open access publishing over the next few years. As a mission-driven organization, we are dedicated to meeting the publishing needs of researchers.

### **Who are we looking for?**

We are looking for people who are keen to make a difference in research publishing. Our transition to open access is ambitious and, if you thrive on opportunities to learn, change, experiment, and grow, we want to work with you.

### **Who are you joining?**

We are committed to fostering an inclusive and equitable culture that welcomes everyone, values diversity, and engages in continuous reflection and improvement.

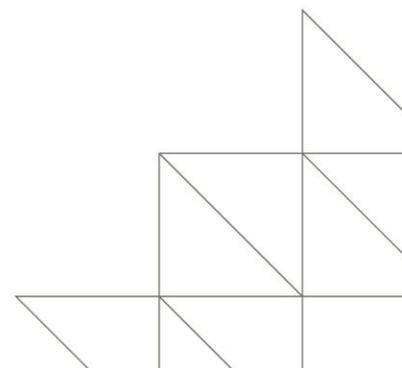
### **What do we offer?**

We offer an attractive compensation and [benefits program](#) with the opportunity to work a flexible schedule. We support fully remote working; with some in-person meetings in Ottawa, depending on the requirements of the role. Our vaccination policy requires all employees to be fully vaccinated against COVID-19 to work in the office or travel for company-related events.

CSP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We pledge to help build a more equitable, diverse, and inclusive culture in science publishing: a culture where everyone is safe, and everyone can contribute to and benefit from scientific knowledge. We are committed to fostering an inclusive and equitable culture that welcomes everyone, values diversity, and engages in continuous reflection and improvement to fulfill this commitment.

**Want to be part of the future of science publishing? Apply today!**





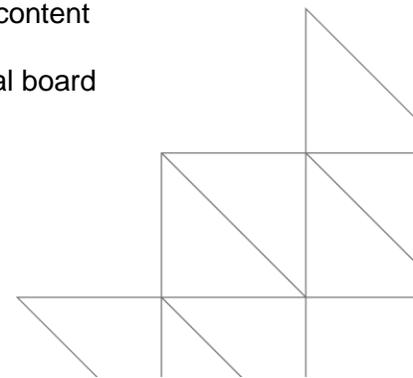
## GENERAL RESPONSIBILITIES

The Journal Development Specialist is responsible for contributing to the growth and development of CSP's journal program, which entails developing and implementing strategies and action plans to grow the number of high-quality submissions for 2–4 journals and to drive usage of the journals' content, identifying opportunities to flip hybrid journals and launch new open access journals, and collaborating extensively with Editors, academics, societies, colleagues, and other stakeholders to achieve the journals' objectives and KPIs. This position reports to an Editorial Director and has no reports.

## SPECIFIC DUTIES

Responsibilities include but are not limited to the following:

1. Develop and implement strategies and action plans to grow the number of quality submissions for 2–4 journals and drive usage of the journals' content
  - a. Analyse current journal content to identify trends and patterns (e.g., highly cited authors or subjects) that can be leveraged to grow or promote the journals;
  - b. Monitor competitor journals, evaluate CSP journals against them, and identify new initiatives and developments that CSP should adopt to remain competitive;
  - c. Use market and competitor analysis to identify topics and themes for collections and new journal sections;
  - d. Identify and action opportunities to strengthen the journals' brands and/or competitive advantage;
  - e. Commission content proactively from prominent authors, emerging authors in the field, and early career authors via emails, in-person meetings, networking at scientific conferences, and other appropriate methods;
  - f. Represent CSP and its journals at scientific conferences and other events to network, build CSP and journal brands and promote the journals;
  - g. Monitor, analyse, and report on the success of various content acquisition strategies.
2. Collaborate extensively with Editors, academics, societies, colleagues, and other stakeholders
  - a. Identify and foster strong relationships with key researchers, research groups, societies, and institutions; engage with them to build the journals' reputations;
  - b. Work closely with Editors, editorial board members, and other stakeholders to grow submissions, identify new authors/institutions/themed collections to target;
  - c. Act as the primary contact with Editors, Guest Editors, and other key stakeholders, collaborating effectively with them to execute content development initiatives;
  - d. Organize frequent calls with Editors and host regular editorial board meetings;





- e. Work with the marketing and communications team to ensure the journals and journal initiatives are promoted through all relevant avenues, including social media
  - i. Maintain the day-to-day operations of journal social media accounts (if applicable) following the strategy and direction established by the marketing team to grow social media audiences.
3. Identify opportunities to flip hybrid journals and launch new open access journals in new and emerging scientific disciplines
  - a. Build knowledge of journal disciplines and keep track of new and emerging research in the field to identify opportunities for growth.
4. Keep up to date on publishing developments (e.g., open peer review, registered reports, data papers) and make recommendations on whether the journal and its community would benefit from the inclusion of new policies and practices.

## QUALIFICATIONS

### Requirements

- Honours Bachelor's degree in Science or Engineering OR a Bachelor's degree and significant experience in scholarly publishing, OR equivalent.
- Demonstrated ability to conduct research, summarize findings, make data-based recommendations, and develop action plans.
- Highly adaptable and results-focused professional.
- Knowledge of communications and stakeholder engagement principles and practices.

### Skills

- Possesses a keen interest in scientific research and open access publishing
- Knowledge of the publishing process and the author experience and actively stays abreast of developments in their domain and pursues continuous learning through a variety of channels
- Demonstrated ability to be customer-focused
- Excellent networking, influencing, collaboration, and communication skills
- Excellent organization and administrative skills
- Strong attention to detail
- Proven ability to meet deadlines consistently
- Highly developed analytical skills
- Able to adapt quickly to change
- Takes ownership to complete tasks
- Ability to work independently and take on a positive, proactive, and collaborative approach to problem-solving with colleagues at all levels and departments

Please send your resume to: [People@cdnsiencepub.com](mailto:People@cdnsiencepub.com)

