



## 1 Advertisement

**Post Title:** Research Editorial Assistant

**School/department:** University of Sussex Business School / Science Policy Research Unit

**Hours:** part-time, 14.6 hours a week. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom.

**Contract:** fixed term until 31 December 2023

**Reference:** 20743

**Salary:** starting at £32,411 to £36,333 per annum, pro rata if part-time.

**Placed on:** 13 June 2023

**Closing date:** 04 July 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

SPRU are seeking to appoint a part-time Research Editorial Assistant to provide support to the editors of Research Policy, a multi-disciplinary journal devoted to analysing, understanding and effectively responding to the economic, policy, management, organizational, environmental and other challenges posed by innovation, technology, R&D and science.

<https://www.journals.elsevier.com/research-policy/>

The position would be suitable for a doctoral researcher working towards a PhD in a related subject, with knowledge of a number of subjects in the different areas of research policy and a strong interest in the journal and academic publishing.

Candidates in the second year of their PhD, with fieldwork locally or in the UK, enabling them to be able to attend weekly meetings on campus throughout the year, would be ideal.

Please contact Maria Savona [M.Savona@sussex.ac.uk](mailto:M.Savona@sussex.ac.uk) for informal inquires.

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The School / Division**

### The University of Sussex Business School

The University of Sussex Business School was formed in 2009 and comprises the Department of Accounting and Finance, the Department of Strategy and Marketing, the Department of Management, the Department of Economics and the Science Policy Research Unit (SPRU). With a new home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

### SPRU (Science Policy Research Unit)

Founded in 1966 by Christopher Freeman, SPRU was one of the first interdisciplinary research centres in the field of science and technology policy and management. Today, with over 60 faculty members, SPRU remains at the forefront of new ideas, problem-orientated research, inspiring teaching, and creative, high-impact engagement with decision-makers across government, business and civil society. Our research addresses pressing global policy agendas, including innovation challenges posed by the digital economy, the future of industrial policy, inclusive economic growth, the politics of scientific expertise, energy policy, security issues, entrepreneurship, and pathways to a more sustainable future.

SPRU researchers are driven by a desire to tackle real-world questions, whilst also contributing to a deeper theoretical understanding of how science, technology and innovation are shaping today's world. A 2012 study published in the journal *Research Policy* ranked SPRU second only to Harvard University in terms of its research impact in innovation studies. With a community of over 140 MSc and doctoral students from all over the world, SPRU is also well known for its high-quality, research-led teaching programmes.

### Research Policy Journal

Research Policy (RP) is a multi-disciplinary journal devoted to analyzing, understanding and effectively responding to the economic, policy, management, organizational, environmental and other challenges posed by innovation, technology, R&D and science. This includes a number of related activities concerned with the creation of knowledge (through research), the diffusion and acquisition of knowledge (e.g. through organizational learning), and its exploitation in the form of new or improved products, processes or services. RP hosts novel articles based on quantitative, qualitative and mixed methods and is devoted to research excellence with a clear policy relevance.

RP is generally acknowledged to be the leading journal in the field of innovation studies, with its academic status and influence being reflected in a remarkably high 'Impact Factor' for a multi-disciplinary social science journal.

<https://www.journals.elsevier.com/research-policy/>

## **3. Job Description**

<b>Job Title:</b>	Research Editorial Assistant in Research Policy
<b>Grade:</b>	Research Assistant, Grade 6
<b>School:</b>	University of Sussex Business School
<b>Location:</b>	Jubilee Building
<b>Responsible to:</b>	Research Policy Journal Coordinating Editor, Prof Ben Martin
<b>Direct reports:</b>	n/a
<b>Key contacts:</b>	Members of lead editorial group, members of faculty within the School and other Universities, and the publisher Elsevier.
<b>Role description:</b>	Research Assistant is a pre-Doctoral or early doctoral career-grade research position. Post-holders will be expected to contribute to the work of the research team, and also to develop their research skills with support from more experienced members of staff.

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## **PRINCIPAL ACCOUNTABILITIES**

1. To observe and assist with individual and/or collaborative research activity and contribute to the production of research outputs for publications.

## **KEY RESPONSIBILITIES**

### **1. Research, Scholarship & Enterprise**

- 1.1 With support from the lead editor, develop editorial objectives and contribute to the planning of the journal
- 1.2 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.
- 1.3 Contribute to the writing of reports and other dissemination activities under the supervision of experienced researchers.
- 1.4 Present information on research progress and outcomes to relevant bodies under the supervision of the lead editor.
- 1.5 Plan own day-to-day editorial support activity within the framework of the agreed programme.
- 1.6 Learn about the publication process and contribute to research outputs for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate.

1.7 Continually update knowledge and understanding in field or specialism, and engage in professional development.

## **2. Contribution to School & University**

2.1 Attend and contribute to relevant School and project meetings.

2.2 Undertake additional duties, as required by the lead editor and/or Head of School.

## **3. Role-specific duties**

- Respond to and resolve queries, liaising with lead editor and/or Elsevier support if necessary.
- Check on new submissions to the journal and allocate to the most suitable SPRU Editor
- Send reminders to referees, liaising with journal editors
- Reminders to authors who are due to submit revised papers
- Provide monthly Editor Performance Reports to each RP Editor/Associate Editor
- Provide summaries of: Submission / Revision Statistics; Journal Turnaround Time; Reviewer Statistics; Decision Summary
- Prepare annual data on workload of RP editors for use in distributing Elsevier funds
- Arrange quarterly meetings with the SPRU editors, and annually with the Elsevier representative
- Coordinate special issues
- Update the handbook for editors

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

- Under the supervision of the Coordinating editor, assist with editing the Research Policy Journal, supporting all SPRU editors with day-to-day editorial responsibilities.
- Manage and analyse data, and prepare written reports and summaries.
- Maintain and store project files and equipment as per health and safety and data regulations.
- As part of career development, contribute to the preparation of journal articles based on the research with support from the lead editor.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.

3. Ability to work independently (under supervision by the lead editor), and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Ability to identify main paper domains to be able to assign it to the relevant editor, depending on the main field of expertise
6. Excellent organisational and administrative skills.
7. Ability to prioritise and meet deadlines.
8. Excellent IT skills.
9. Ability to follow guidance of team leaders.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

- Working towards a PhD in a related subject
- Knowledge of a number of subjects in the different areas of research policy
- Reliable, self-motivated and proactive
- An understanding of academic publishing
- Strong interest in the Research Policy Journal
- Able to start as soon as possible, on or near 3 June 2019, and remaining in the UK, for regular meetings, usually weekly, up to the end of December 2022

### **DESIRABLE CRITERIA**

Experience of preparing academic papers for publication