

Commissioning Editor

Job details	
Directorate:	Membership and External Affairs
Department:	Commercial and Partnerships
Team:	Publications
Grade:	Specialist A
Reports to:	Publishing Manager
Line management responsibilities:	No
Location:	London

Role overview

To commission and develop a coherent list of high-quality books that provide reliable, expert and trusted information for a market of legal practitioners.

The role holder will focus on specific subject areas in line with project and departmental targets for delivery, revenue and profitability, and engage with external authors and reviewers as well as internal teams such as marketing, legal and policy.

Core duties of the role:

The post holder will:

- Develop and maintain a high level of awareness of current and general issues within the legal profession and of competitor activity and apply this knowledge to the development of new products
- Work autonomously to identify opportunities for commissioning new titles and new editions of titles in the backlist when appropriate, meeting commissioning targets based on annual revenue forecasts
- Build a network of external and internal professional contacts for ideas and to review proposals, proactively engaging with the existing base of authors while also identifying potential new ones, initiating and following up leads to fill gaps in the publishing list

- Influence authors and contributors (who are trained lawyers in full-time jobs) to agree contract terms, including content delivery deadlines and royalty/remuneration rates
- Research, write and present clear, accessible and commercially feasible business cases based on the needs of relevant market segments, working with the author and incorporating input from reviewers and internal teams
- Effectively collaborate with authors on a regular basis to ensure that content addresses the key issues and is delivered on schedule, presented in line with editorial guidelines, written to an agreed length and complete
- Ensure key authors are kept aware of sales activity and marketing initiatives

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Demonstrable experience of commissioning within professional or academic publishing	CV/Cover Statement
Strong commercial awareness and experience of product development	CV/Cover Statement
Sound editorial judgement and content development experience	CV/Cover Statement
Able to research, analyse and evaluate complex issues, discuss them with authors and summarise in an accessible way	CV/Cover Statement
Strong influencing skills, able to persuade authors to write, agree contracts and meet deadlines	CV/Cover Statement
Proficiency in Microsoft Office and Teams	CV/Cover Statement
Demonstrable interest in and understanding of the legal profession and professional publishing	Interview
Excellent relationship-building skills, taking a proactive approach to networking	Interview
Effective planning and organising, able to prioritise, multi-task and deliver work to deadlines	Interview
Effective communicator at all levels, both written and verbal	Interview

A collaborative team player with the ability to work well with a broad and diverse range of colleagues/stakeholders	Interview
Growth mindset and active approach to personal and professional development	Interview
Able to successfully manage own wellbeing during busy and stressful periods of work, with the support of the organisation as appropriate	Interview
A positive and constructive approach to work	Interview
A clear commitment to equality, diversity and inclusion, supporting a respectful and welcoming environment	Interview

Organisational chart

