

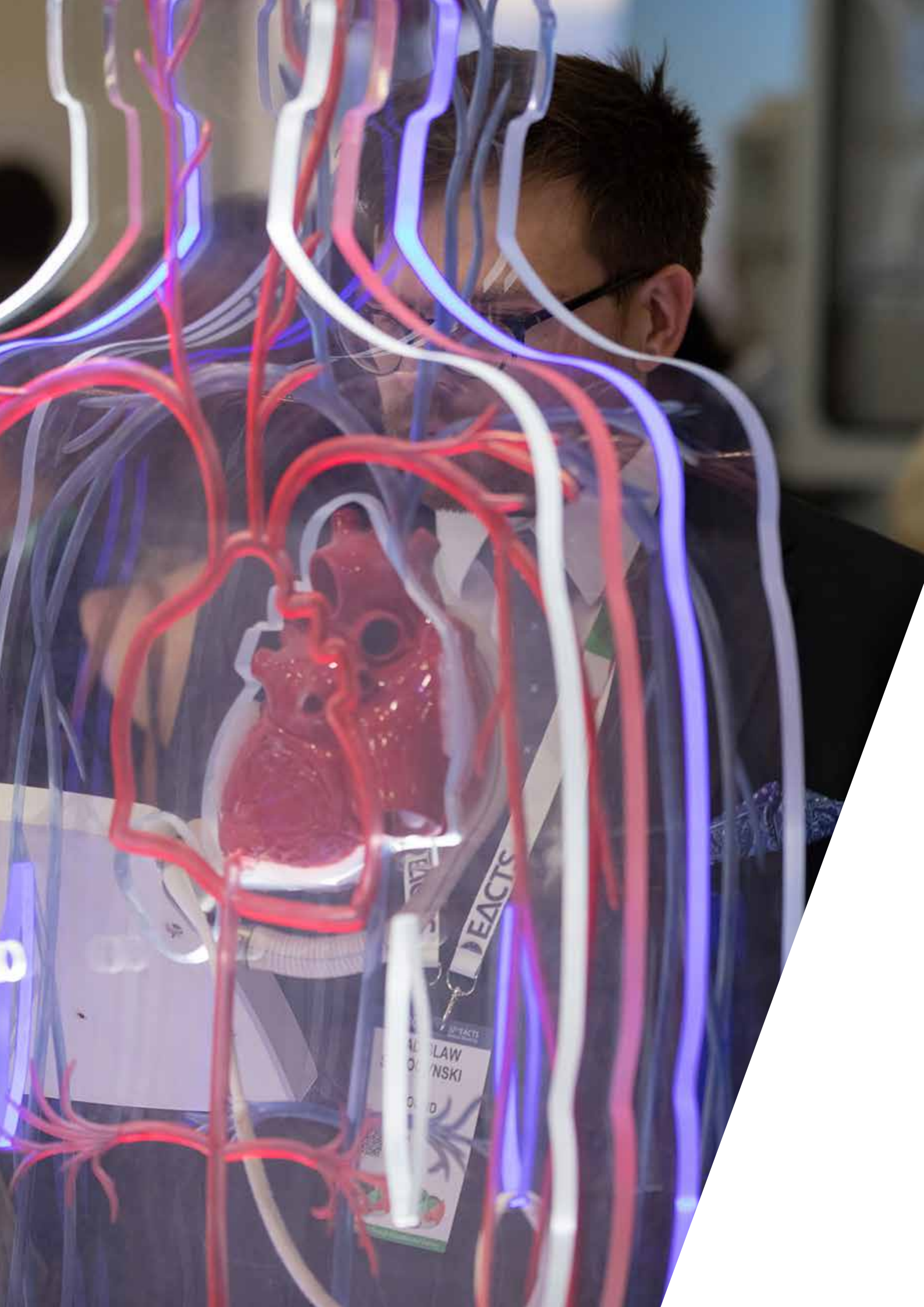


**EACTS**  
European Association For Cardio-Thoracic Surgery

# PUBLICATIONS DIRECTOR CANDIDATE BRIEF

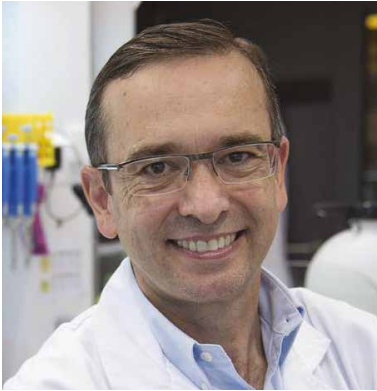


August 2021





# WELCOME



Dear Candidate

Thank you for your interest in applying for the role of Publications Director at the European Association for Cardio-Thoracic Surgery (EACTS).

EACTS is a global organisation registered as a UK Charity and is recognised as a world leader in the fields of cardiac, thoracic and vascular surgery for adult and paediatric patients. For surgeons and allied health professionals in Europe and beyond we provide an educational programme that includes the biggest annual meeting of its kind; a surgical quality improvement programme with several international databases of clinical cases; clinical practice guidelines; two international journals of high impact and excellent reputation; and an online video textbook of surgical procedures.

These activities are helping to improve patient care throughout the world, every day.

Our ambition is to build on our success in surgical education by growing our portfolio of publications and improving their integration with our other core activities. Our new Publications Director will play a vital part in making these goals a reality. And while the focus of this role will be overseeing our journals and textbook, the Publications Director, as a senior member of our EACTS family, will also be a key player as we move forward with our plans to renew our website, diversify our educational programmes, strengthen our social media presence, and expand both our international collaborations and our membership base. This is an exciting time to join our professional and dedicated team.

I look forward to reviewing your application and to meeting you, and, with the successful candidate, to working together to deliver on our vision for EACTS as a leading international agent for surgical excellence and global patient benefit.

**J Rafael Sádaba**

Secretary General  
European Association for Cardio-Thoracic Surgery

# CANDIDATE BRIEF

## Introduction

The European Association for Cardio-Thoracic Surgery is a world-leading membership organisation working for the benefit of those encountering and living with heart, vascular and thoracic disease by providing surgical education, training and quality improvement initiatives that change and improve surgical practice.

Our journal editorial office, currently based at the University of Freiburg, is closing this year as we move to build our virtual editorial services with our publisher, Oxford University Press, and bring the strategic and operational control of our journals back into our Windsor, UK office. The new Publications Director role is a product of this reorganisation. It is a senior appointment within the organisation, reporting directly to the Chief Executive and working closely with our journals' Editors-in-Chief, and it signals our commitment to providing both the necessary support and the strategic direction to ensure our publications portfolio continues to grow in reach and impact.

## About us

We drive education, quality improvement and standards in cardiothoracic surgery. Based in the UK, we were established in 1986 and our reach has now spread all over the world with more than 4,000 active members, including surgeons, perfusionists and allied health professionals.

We pursue our mission to advance education in the field of cardiac, thoracic and vascular interventions in a variety of ways. We host one of the most successful and best-attended international scientific meetings for cardiothoracic surgery, with up to 7,000 participants over three days. Articles from our high-impact scientific journals were downloaded 2.5 million times last year and surgical tutorial videos from our online textbook had more than 500,000 views. EACTS also runs a comprehensive programme of educational courses and a surgical quality improvement programme that hosts international databases of clinical cases.

## About the role

The **Publications Director** will play a key role in managing and supporting the Association's portfolio of two peer-reviewed journals, published with Oxford University Press (OUP), and our online video-based textbook, which is published in-house. The Publications Director will ensure that they are published in a smooth and timely manner and to a high standard, providing support to the Editors-in-Chief and wider editorial teams, and will advise on ways to improve both our processes and our output. This is a strategic role as well as an operational one, with broad responsibilities at both the policy and the procedural level.

## About you

You will likely have an undergraduate or postgraduate degree in a life-sciences subject and be able to demonstrate your experience in STM or medical society publishing. Specific experience in running the journals of a major membership society would be a distinct advantage. You will be able to demonstrate strategic insight into journal, textbook, and portfolio development, and have the ability to clearly present and discuss strategic issues with stakeholders in the business and editorial teams. You will have at least a working knowledge of one of the major journal submissions systems such as Editorial Manager or ScholarOne and enjoy excellent time-management and communication skills.

Success will be assessed in terms of measurable improvements and growth in the portfolio, while adapting to the emerging needs of authors, researchers, clinicians, librarians and EACTS members.

## Location

EACTS House, the international head office of the Association, is in the centre of Windsor, UK.

EACTS is an equal opportunities employer. We are keen to explore flexible and family-friendly working arrangements to attract the right candidate to this key appointment.

The Publications Director will be expected to travel with some regularity throughout the EU and occasionally internationally.

## Remuneration

This is a full-time, permanent position with EACTS with a competitive starting salary commensurate with experience (based on 37.5 hours per week). EACTS provides enrolment to the Association's approved pension scheme (equivalent contribution from EACTS of 5% of gross salary) and is further reviewing other staff benefits.

## Application

Applications should consist of a full CV and a supporting letter, which should address key aspects of the responsibilities outlined here and the candidate's personal suitability for the role.

Completed applications should be emailed to: [recruitment@eacts.co.uk](mailto:recruitment@eacts.co.uk)

Closing date for applications: 24 September 2021

The appointment will be made subject to satisfactory references.







# JOB DESCRIPTION

## MAIN DUTIES

### Strategic

1. Work with the Editors-in-Chief, Associate Editors, EACTS staff and OUP to define portfolio- and publication-level strategies, including implementing and tracking agreed actions.
2. Stay abreast of developments in the broad field of cardiothoracic surgery, and in the competitive environment in which the publications operate, to assist editors in identifying emerging areas of interest and potential new developments, including policies and processes.
3. Drive engagement with the EACTS publications portfolio, identifying opportunities to cross-promote content collections and editorial campaigns to support cohesion across the Association's activities, including coordination with OUP marketing colleagues and the EACTS communications team.

### Operational/editorial

4. Oversee the editorial process for manuscripts submitted to the publications, liaising with authors, editors and colleagues, both at OUP and in-house, where necessary.
5. Support authors and reviewers, guiding them as needed, and help to solve problems and facilitate a smooth publication process.
6. Coordinate with journal editorial assistants (managed by OUP), and EACTS' in-house and freelance online textbook staff to ensure that efficient work-flow and standards are maintained.

### Reporting

7. Gather, analyse and present relevant usage metrics and data to enable evidence-based portfolio development. Prepare and report on results as and when required.
8. Prepare and participate in editorial meetings, Association meetings, and additional meetings as required.
9. With support from the journals' OUP Senior Publisher where required, efficiently log and investigate all ethical issues following COPE guidelines until resolution.
10. Drive growth in our publishing activities in support of the EACTS mission to advance education in the field of cardiac, thoracic, and vascular interventions, and promote research into cardiovascular and thoracic physiology, pathology and therapy, with the aim of correlating and disseminating the results for the public benefit.

**This list is a summary of the main accountabilities of this role and is not exhaustive. The role-holder may be required to undertake other reasonable duties from time to time.**



