JOB POSTING

Job Title	**Manager, Peer Review**
Reports To	Director Publishing Operations
Number of positions	One (1) – Full-time, permanent
Location	Head Office Canadian Science Publishing 65 Auriga Drive, Suite 203 Ottawa, Ontario
Start Date	**January 2018**

Canadian Science Publishing, publisher of the NRC Research Press journals, *FACETS,* and *Anthropocene Coasts*, is the foremost scientific publisher in Canada. With over 50 highly skilled experts and an editorial team comprising some of the world's leading researchers, Canadian Science Publishing communicates scientific discoveries to over 175 countries.

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

General Responsibilities

The Manager, Peer Review is 1 of 4 positions reporting to the Director, Publishing Operations. This role is Canadian Science Publishing's (CSP) knowledge-expert on industry peer review practices and demonstrates CSP's commitment to ethics, openness and transparency in the peer review process. This role is responsible for effectively managing the online submission and peer review process for CSP's 23 scientific journals and several journals for which CSP provides publishing services. This includes setting up new journals in the peer review system, managing updates to the peer review system as required, providing user training and ongoing technical support for the system, and monitoring and analyzing peer review data. The Manager, Peer Review liaises with journal editors, editorial board members, and peer reviewers, working to enhance these relationships, and supports the activities of the Managing Editors and production staff, as well as the initiatives of the Business Development team. This position currently has 10 reports.

Specific duties

Management of the peer review process

1. Effectively manages CSP's online peer review system (presently [ScholarOne](#)) for 23 CSP journals and several clients, including new journal implementations, system configurations and customizations when and as needed; testing and monitoring new releases; liaising with ScholarOne on submitted cases, upgrades, technical issues, etc.; managing and updating CSP's user and administrator documentation.
2. Provides technical and non-technical user support to authors, reviewers, scientific editors, and publishing services clients to facilitate the submission, reviewing, and acceptance of research papers; makes recommendations for system improvements.
3. Engages with researchers to better understand their expectations of the peer review process by monitoring and responding to post-peer-review author surveys; collecting and evaluating author feedback; looking for trends in the author feedback and working to implement permanent solutions to recurring issues.
4. Continually looks for ways to streamline and improve the peer review process; responsible for enhancements to CSP's ScholarOne implementation to optimize the user experience (e.g., revising custom questions and simplifying language used in template letters).
5. Facilitates the smooth integration of new journals into CSP's peer review process, overseeing the implementation of new journals within the ScholarOne system, and assigning or reassigning human resources appropriately.
6. Develops processes and policies for the transfer of manuscripts between CSP journals; works with ScholarOne to implement the required system changes; educates staff and scientific editors on the process; builds support for this among the scientific editors.
7. Supervises approximately 10 editorial assistants, ensuring that they adhere to CSP's guidelines, policies, practices, and performance standards; supports staff as required to ensure timely peer review; covers for staff as needed.
8. Works with CSP staff to update and optimize the Instructions to Authors for all journals.

Stakeholder recognition

1. Manages CSP's Outstanding Reviewer Award program; recommends and develops other peer reviewer recognition initiatives.
2. Oversees CSP's peer reviewer mentorship program in collaboration with the Manager, Content Development.
3. Creates and manages an outstanding Associate Editor recognition program and works to integrate it across all CSP journals.

Builds trust and transparency

1. Creates and maintains a formal peer review policy for the CSP journals and formal peer reviewer guidelines.
2. Monitors trends in industry copyright and licensing mandates and advises on their impact on CSP; recommends enhancements to CSP's license to publish form, policy, and process.
3. Assists with development of CSP's author transparency policies (e.g., along the lines of the [TOP Guidelines](#)); monitors new developments in this area and makes recommendations for changes to CSP's policies and practices; helps with the implementation of these policies.
4. Assists with the development and implementation of a research data policy for the CSP journals.
5. Participates in industry initiatives addressing predatory publishing practices, as appropriate.

Supports the Editors and CSP staff

1. Serves as CSP's representative for the [Committee on Publication Ethics](#) (COPE); provides Editors with appropriate resources for addressing ethical issues; advises CSP staff and Editors on ethical issues; monitors trends in industry best practices and suggests changes to CSP's practices.
2. Develops and maintains best practices for detecting, assessing, and handling cases of author misconduct such as duplicate publication and plagiarism; advises scientific editors on how to interpret the plagiarism-detection reports; monitors developments in plagiarism-detection software and industry practices and recommends appropriate changes to CSP's policies and practices.
3. Supports the Executive Editor-in-Chief and the Editors in the effective management of the editorial boards, providing them with appropriate advice and peer review data.
4. Monitors and analyzes peer review metrics; makes recommendations on which metrics to track and how often; prepares and distributes regular peer review reports for CSP staff and the scientific editors; prepares appropriate data for Editorial Board reports.

Miscellaneous

1. Monitors new and existing tools and products (e.g., CRediT, ORCID, Publons, Overleaf, Rightslink); makes recommendations for CSP peer review product and service enhancements.
2. Keeps abreast of industry developments in web-based manuscript submission and peer review systems.
3. Contributes to the development of appropriate core competencies and best practices for recruiting new scientific editors; researches and develops profiles of candidates for the Executive Editor-in-Chief.
4. Responsible for budget management including ScholarOne usage fees, ScholarOne customization fees, and Editorial Assistant expenses.
5. Oversees the collection of all open access forms, colour forms, and faxed license to publish forms that are submitted by authors, and ensures they are distributed to the appropriate staff.
6. Completes other projects as required.

Qualifications and Requirements:

1. Honours bachelor degree in Science or Engineering OR a Bachelor degree and significant experience in scholarly publishing, OR equivalent. A post-graduate degree would be considered an asset.
2. Significant experience in a scholarly publishing or editorial environment is preferred.
3. Highly developed, professional written and verbal communication and interpersonal skills; ability to foster good relationships with internal and external partners.
4. Excellent time management and organizational skills.
5. Ability to think critically and strategically.
6. High level of attention to detail.
7. Ability to work under strict deadlines, to juggle multiple projects, and to prioritize work appropriately.
8. Ability to work independently and as part of a team; ability to manage and motivate teams to deliver quality services within tight timeframes.
9. 2–3 years' experience managing teams as well as managing and developing direct reports would be considered an asset. Experience managing remote workers would also be considered an asset.
10. Highly oriented around customer service and the user experience; ability to anticipate the needs of clients and find appropriate solutions
11. Ability to participate in and facilitate group meetings.
12. Ability to proactively identify and resolve problems and potential problems; ability to identify inefficiencies and find new and improved ways of doing things.

13. Proficiency in database systems management and operation (i.e. ScholarOne) as well as MS Office Suite
14. Knowledge of copyright and licensing requirements within academic publishing
15. Understanding of scholarly publishing processes, especially peer review and editorial processes.

Contact

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