# Job Description & Success Profile

## Executive Editor, People & Strategy Journal

**Key Responsibilities**

The executive editor is responsible for the overall editorial direction and content of the HR People and Strategy journal. Primary focus is on guiding the journal to consistent high quality and impact and toward the achievement of both short-term and long-term objectives.

The executive editor has overall accountability and responsibility for:

- The publication of high quality issues according to a predetermined publication schedule that reflects the association's mission and learning areas
- Leading the editorial team and publications committee
- The pipeline of articles for future issues, assigning articles to the appropriate editor, following up with editors to ensure articles are moving through the editorial process and ensuring that resources are in place for to meet both quality and production schedule requirements
- Keeping the editorial and publications teams involved in shaping the strategy and direction of the journal including initiatives to expand circulation, reader impact and profitability

**Key responsibilities include:**

- Setting and enforcing publication standards for performance including quality, integrity and overall editorial content, design and layout. Working closely with the managing editor on these aspects
- Managing and directing associate executive editor, associate editors, special issue editors, special department editors (Perspectives: Point-Counterpoint, Book Reviews, etc.) and the publications committee
- When necessary, recommending shifts in editorial focus or policy based on recommendations from the publications committee and/or the HRPS Board of Directors
- In collaboration with the SB CEO, working directly with the managing editor to ensure quality and timely completion of all layout and production including schedules and deadlines
- Providing input and reviews the publication budget prepared by HQ staff; working with the SB CEO, supports overall financial contribution of the journal by promoting special initiatives to increase readership accessibility and growth and revenue generation from all sources
- Ensuring the SB CEO and managing editor tracks and reports on key metrics regarding subscriptions, readership, advertising sales, revenue and brand image and impact
- Representing the publication both externally and within HRPS including to the Board of Directors and to SmithBucklin
- Engages with other key HRPS leadership (Global Conference Chairs, L&D Committee including Strategic Talent Management Forum, etc. to ensure exchange and integration of annual and longer-term strategic themes and content (shared responsibility with other HRPS leaders)
Leadership:

- Sources and solicits articles from well-known practitioners, academics, and consultants that are consistent and aligned with editorial content and quality requirements
- Maintains the proper balance between applied research and direct application of content for readership
- Develops, identifies, introduces and leads major initiatives and seeks to obtain support and approval from the HRPS Board
- Supports the development including leadership skills of the associate executive editor and of other associate editors

Management:

- Manages and provides direction and guidance to the associate executive editor
- Appoints, directs and manages special issue editors, associate editors and special feature editors; provides direction and guidance to ensure success; ensures that all key positions are filled
- Directs the annual Walker Award selection process
- Prepares and communicates an annual report on journal status, key initiatives including progress and on key metrics to HRPS Board with support from the SB CEO and managing editor
- Responsible for developing the annual editorial calendar in cooperation with the associate editors and managing editor
- Works directly with HRPS Board liaison or designee to coordinate all applicable and appropriate actions and activities with the Board
- Works with SmithBucklin to ensure effective onboarding of new publications committee members and new associate or special feature editors
- Solicits appropriate editorial contributions and retains the right to approve cover concepts and design, including basic layout of editorial pages and advertising
- Manages the publications committee including the appointment of new members, and has reporting accountability to the HRPS Board
- Provides frequent communications and status updates to the publications committee; hosts regular team meetings and calls

Knowledge and Experience Required

- Significant senior level credentials and experience in teaching, academic administration, academic research, corporate or non-profit HR or other leadership positions, or as an external consultant
- Demonstrated excellence in both writing and editing
- Knowledge of research methods
- Prior editorial board experience
- Experience in motivating and engaging volunteer contributors

Selection Process and Term

- The current executive editor and HRPS Board liaison or designee(s) will establish a process to advertise, solicit and source qualified candidates
- The individual currently serving as the associate executive editor is expected, with the approval and support of the publications committee and the HRPS Board, to succeed the executive editor at the end of the executive editor’s term
• If this succession will not take place, this group (the current executive editor and HRPS Board liaison or designee(s)) will determine a selection process and then proceed to identify and recommend a finalist or finalists for review and then the approval and support of the publications committee and the HRPS Board
• The current executive editor with assistance from the HRPS Board liaison or designee(s) will ensure a smooth transition and onboarding process for the new executive editor
• The typical length of term for the executive editor will be for two to three years