JOB DESCRIPTION

Job Title: Editorial Assistant

Salary Band: DC3

Reports to: Senior Deposition Coordinator

SUMMARY OF THE ROLE

The post holder will contribute to the creation, maintenance and upgrading of the Cambridge Structural Database (CSD), particularly in the acquisition and preparation of data ready for scientific curation.

The post holder will work closely with colleagues in the Database Team and take an active role in all aspects of the work done within the Database Team.

MAIN DUTIES AND RESPONSIBILITIES

Main responsibilities

- Help scientists worldwide to deposit and access data relevant to the CSD and the CCDC.
- Contribute to the searching of published journals for reports of relevant data ensuring that the targets set out in the team objectives are met.
- Contribute to work to match up publications with appropriate data.
- Assist in the preparation of electronic and hardcopy data.
- Communicate with scientific authors, depositors, referees and publishers meeting key targets set out in the team objectives.
- Contribute to the testing of the new Database Group software and help identify process changes to further improve team efficiency and data quality.
- Contribute to targeted enhancements to the CSD to ensure that the targets set out in the team objectives are met.
- Manage personal workloads to ensure that the Database Team backlogs are below the targets set out in the team objectives.
- Contribute to and take responsibility for tasks both within the Database Group and in the wider organisation as required.

Our Values

Quality, Innovation, Passion, Community, Collaboration, Integrity, Customer Centricity, Agility
• Contribute to promotion of the CSD and the CCDC by presenting and demonstrating the activities in the Database Team and when appropriate representing the CCDC externally and contribute to the writing of scientific blogs, articles and white papers.
• Contribute to the promotion of the CCDC by representing the CCDC externally and presenting and demonstrating the activities in the Database Team.
• Contribute to the CCDC’s data projects and discussions, where appropriate leading initiatives, communicating and monitoring activities.
• Undergo training as appropriate to improve skills and expertise required for the role and for personal development.
• Contribute to the training of new Database Group members.

Communication and information
• Report to and meet with line manager at a minimum of once per month.
• Help promote the company externally.
• Ensure effective internal communications both within the Database Team and across the organisation, contributing to meetings as required.

Policies and Procedures
• Comply with all relevant policies and procedures.
• Complete all documents required by the company policies and procedures.

Other
• Undertake additional tasks and responsibilities as may be reasonably expected of the role and as necessary in order to achieve the objectives of the Database Team and CCDC goals.