

JOB DESCRIPTION

JOB TITLE Publishing Graduate Intern

Department	CEO Office
Line Manager	CEO
Direct reports	None
Work and job status	<ul style="list-style-type: none"> ▪ Fixed-Term: 12 months initially with possibility of extension. ▪ Location: Normally based at SCI, Belgrave Square, London, however SCI staff are currently working a minimum of 2 days per week in the office and the remainder at home.
Main purpose of job	To work closely with the CEO and other relevant stakeholders to generate insight which will help drive the growth and profitability of SCI's publishing function.
Principal accountabilities	<p>Analysis of publishing function</p> <ul style="list-style-type: none"> ▪ Timely delivery of regular and one-off strategic analysis to scrutinise trends in journal subscriptions and revenues. ▪ Provide and support tools to improve editorial decision-making. ▪ Assess editorial KPIs. ▪ Capture, interpret and augment analytical requirements, anticipating future reporting needs where possible. <p>Project support</p> <ul style="list-style-type: none"> ▪ To support/manage existing projects and deliver new projects. ▪ Suggest new areas of income generation and look to continuously improve existing income streams. <p>Research, analytics & reporting</p> <ul style="list-style-type: none"> ▪ Carry out research related to companies, sectors, or projects of relevance to SCI. ▪ Gather statistics or review data relating to SCI areas of business and draw conclusions to support and inform project progress. ▪ Prepare reporting presentations/documents for senior staff members on areas of responsibilities. <p>General tasks</p> <ul style="list-style-type: none"> ▪ Undertake such other duties as may be assigned by the Manager.
Performance indicators	<ul style="list-style-type: none"> ▪ Timely delivery of activities and objectives. ▪ Accuracy and effectiveness of completed activities.
Working relationships	<ul style="list-style-type: none"> ▪ Internal: CEO, managers, committees, and all other members of staff. ▪ External: SCI members, partner member prospects, agencies, and suppliers.

Freedom and constraints

Self-directed in agreement with objectives agreed with line manager.

Planning and organisation

Plan, implement and measure outcomes of initiatives and projects under guidance from Manager.

Knowledge, skills and experience**Essential**

- BSc (Hons) in any subject.
- Highly motivated with strong understanding of data analysis.
- Excellent communication and presentation skills.
- Self-starter with ability to work to tight deadlines.
- Good research skills and ability to communicate data and statistical analysis to a varied audience.
- Credible and personable with the ability to build relationships with stakeholders.
- High degree of computer literacy including proficiency with MS Office.
- A strong understanding of science and its importance to society.

Desirable

- Previous experience in publishing or data analysis.
- Advanced IT skills (statistical software, CRM etc.)