# JOB DESCRIPTION

## JOB TITLE
Publishing Graduate Intern

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<thead>
<tr>
<th><strong>Department</strong></th>
<th>CEO Office</th>
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<tbody>
<tr>
<td><strong>Line Manager</strong></td>
<td>CEO</td>
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<tr>
<td><strong>Direct reports</strong></td>
<td>None</td>
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### Work and job status
- **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

#### Analysis of publishing function
- 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.

#### Project support
- To support/manage existing projects and deliver new projects.
- Suggest new areas of income generation and look to continuously improve existing income streams.

#### Research, analytics & reporting
- 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.

#### General tasks
- Undertake such other duties as may be assigned by the Manager.

### Performance indicators
- Timely delivery of activities and objectives.
- Accuracy and effectiveness of completed activities.

### Working relationships
- **Internal**: CEO, managers, committees, and all other members of staff.
- **External**: SCI members, partner member prospects, agencies, and suppliers.
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<th><strong>Freedom and constraints</strong></th>
<th>Self-directed in agreement with objectives agreed with line manager.</th>
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<tr>
<td><strong>Planning and organisation</strong></td>
<td>Plan, implement and measure outcomes of initiatives and projects under guidance from Manager.</td>
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| **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.) |