



The
International
Journal of
Psychoanalysis

Executive Editor: Person Specification

Training and qualifications

Essential

- At least an upper second class honours degree

Desirable

- Educated to postgraduate level

Knowledge

Essential

- Experience of academic writing and the peer review process
- Research, editorial or other experience of academic or other projects requiring collaboration in timed stages. (E.g. research or other academic project, editorial project)
- High standard of knowledge of MS Office (Word, Outlook, Excel, Powerpoint) and knowledge of the internet

Desirable

- Written and/or spoken German, Spanish, Portuguese, Italian, and/or French.
- Familiarity with Manuscript Central or other online manuscript submission suite
- Experience with international projects or activities.
- Experience of using specialist computer bibliography packages, such as Endnote or Reference Manager

Skills

Essential

- Demonstrable project management skills (including the ability to work effectively with multiple stakeholders and statistical report creation)
- Effective written and verbal communication skills
- Ability to summarise an argument succinctly
- Attention to detail
- Ability to manage time and workload priorities in a calm and effective manner

Desirable

- Some experience of editing, proofreading and/or copy-editing
- Some previous experience of working in an HE environment or academic publishing

Personal Qualities

Essential

- Ability to work under pressure to tight deadlines
- Ability to work collaboratively and as part of a team.
- Ability to use own initiative when required.
- Educated to graduate level

Desirable

- Interest in psychology and/or psychoanalysis