

JOB DESCRIPTION

Job Title: Scientific Editor – Maternity Cover/1 Year Position

Salary Band: DB3

Reports to: Editorial Manager

SUMMARY OF THE ROLE

The Scientific Editor works within the Database Team at the CCDC with the primary role of helping with the creation, curation, maintenance and enhancement of the Cambridge Structural Database (CSD).

The successful candidate will play a key role in helping the CCDC to scientifically enhance data to ensure structures are as consistent and discoverable as possible. As well as scientific curation the post holder will contribute to the acquisition and preparation of data ready for scientific curation. They will also use their knowledge in database activities to support wider efforts to improve and promote the CSD.

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

MAIN DUTIES AND RESPONSIBILITIES

Main responsibilities

- Coordinate and contribute to targeted enhancements to the CSD to ensure that the targets set out in the team objectives are met.
- Contribute to the scanning of published journals for reports of crystal structures to ensure that the targets set out in the team objectives are met.
- Support efforts to create database entries from published or deposited reports of crystal structure analyses, including the validation of 2D chemical diagrams and chemical names.
- Follow current validation guidelines in order to eliminate scientific errors and ensure that the quality of the CSD is maintained.
- Manage personal workloads to ensure that the Database Team backlogs are below the targets set out in the team objectives.
- Contribute to discussions and investigations into new methods/techniques for processing structures.
- Contribute to the testing and give feedback on the development work done on internal and external software.

- Contribute to and take responsibility for tasks both within the Database Team and in the wider organisation as required.
- Undergo training as appropriate to improve skills and expertise required for the role and for personal development.
- When appropriate assist in the preparation of electronic and hardcopy data

Communication and information

- Report to and meet with line manager at a minimum of once per month.
- Support efforts to promote the company externally.
- Ensure effective internal communications both within the Database Team and across the organisation, contributing to meetings and presenting 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.

PERSON SPECIFICATION

Education, Skills & Knowledge	
Degree in Chemistry or equivalent	Essential
PhD in Chemistry or a relevant area	Desirable
Knowledge of crystallography	Desirable
Knowledge of chemical databases	Desirable
Experience of the Cambridge Structural Database System, data and software	Desirable
Basic script programming experience	Desirable
An enthusiastic and adaptable team member	Essential
Excellent communication and interpersonal skills	Desirable
Good numerical skills	Desirable
Excellent oral and written communications skills	Desirable
Abilities	
Ability to work independently and with initiative	Essential
Ability to comprehend scientific challenges relevant to our customers	Desirable
A dedicated and self-motivated individual, keen to learn new skills	Essential
Effective at time management	Essential
Excellent attention to detail	Essential
Desire to learn new topics and tools	Essential
Flexible approach to work	Essential
Experience	
Experience of Microsoft Office products, including Word, Excel and PowerPoint	Essential
Awareness of current chemical literature	Desirable

CCDC Values	
Community	Essential
Passion	Essential
Integrity	Essential
Quality	Essential
Collaboration	Essential
Innovation	Essential
Agility	Essential
Customer Centricity	Essential