# Microbiology Society job description for: *Microbial Genomics* forDeputy Editor-in-Chief

## About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools. Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org.

## About *Microbial Genomics*

*Microbial Genomics* pioneers all areas of genome research spanning the breadth of microbial life including viruses, bacteria, archaea and microbial eukaryotes. We welcome articles showing novel insights, new applications, or innovative approaches using genomic data. Content ranges from comparative and functional genomics of model organisms to population-scale evolution, epidemiology and microbiome studies, and real-world genomics applications with clinical, veterinary or environmental relevance.

## About you

The Deputy Editor-in-Chief of the *Microbial Genomics* will play a key role in the journal, ensuring that we publish high-quality research, and are engaged with the microbiological community. You will also have responsibility for soliciting content for the journal, by suggesting reviews or original articles for submission. Your main tasks will be to work closely with the incoming Editor-in-Chief Professor Samuel K. Sheppard (University of Bath, UK) on editorial strategy for the journal. You will provide guidance on publishing ethics and governance, and help review Editor performance.

When the Editor-in-Chief retires in July 2025, the expectation is that you will take on the role of Editor-in-Chief, after ratification by Council.

This position is a public-facing role, and the Deputy Editor-in-Chief acts as a representative of the Society. It is not a paid position, but as an editor, you will receive two nights of accommodation and two days of registration at the Annual Conference, with an allowance for travel and meal expenses. The Deputy Editor-in-Chief is also provided with two fee-free Open Access articles in any of the Society’s journals in each calendar year; free online access to the Journal; access to a ring-fenced conference expenses fund for editors for promoting the Journal (to any conference); and other benefits made available to members of Society Committees, as agreed by the Council of the Society. New editors will be trained in the use of Editorial Manager. Editor benefits will continue to be reviewed considering travel restrictions and the future evolution of Society events.

**Term in office**

* At least three years, with a further three years as Editor-in-Chief, pending ratification by Council.

## Duties

* Working closely with the Editor-in-Chief, Senior Editors and Microbiology Society staff on the strategy of the Journal.
* Where necessary, advising Editors on the assessment of contributions submitted to the Journal in accordance with the guidelines laid down by the Society and the Journal’s policies.
* Where necessary, advising on matters of ethics.
* Recommending potential members of the Journal Editorial Board.
* Attendance at two to three Editorial board meetings a year, as well as three Publishing Panel meetings, and Committee meetings where appropriate.
* Soliciting suitable contributions to the Journal, both original articles and reviews, and involvement in leading at least one collection during the period of the contract.
* Commissioning authors to write editorials, review or other articles as agreed with the Society and the Editorial Board.
* Ensuring appropriate coverage and quality of contributions for publication in the Journal.
* Where appropriate, providing original contributions to the Journal, and not less than one contribution during the term of your agreement.
* Contributing towards the future direction of the Journal.
* Providing advice and assistance in marketing of the Journal.
* To be an advocate of the Journal at meetings and conferences.

## Person specification

* Demonstrated excellence in an area of microbial genomics, preferably with a wide breadth of expertise.
* Have an excellent network of international contacts in a range of specialities in your discipline(s).
* Maintain an active microbial genomics research profile.
* Previous editorial experience, preferably with Microbiology Society journals.
* Maintain an active research profile. Preferably have some presence on social media, e.g. Twitter.
* Have an understanding, or ideally have been a member, of the Microbiology Society, and the central role that publishing in society journals has in continuing their activities.

## Equal opportunities

The Microbiology Society is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We value, promote and seek diversity.

## Application

Please apply to t.khanom@microbiologysociety.org with your CV and a cover letter which includes your vision for the future direction of the Journal.

The closing date for expressions of interest is 12 June 2022.