# Microbiology Society job description for: *Microbiology* Deputy Editor-in-Chief

## About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations. 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 *Microbiology*

As the founding journal from the Microbiology Society, Microbiology brings together communities of scientists from all microbiological disciplines and from around the world. Originally Journal of General Microbiology, we have been publishing the latest advances in microbiology since 1947. Today the journal reflects the diversity and importance of microbiology in addressing current global challenges, such as food security, environmental sustainability and health, by publishing fundamental and applied research across the breadth of the field.

## About you

The Deputy Editor-in-Chief of *Microbiology* plays 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 to the Reviews Editor or original articles for submission. Your main tasks will be to work closely with the Editor-in-Chief and Society staff on editorial delivery and development for the journal. You will provide guidance on publishing ethics and governance, and help review Editor performance.

When the Editor-in-Chief retires at the end of their term, 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. The position is open to any Full, Full Concessionary, or Honorary members of the Society. It is not a paid position, but as a member of the Editorial Board you will receive two nights of accommodation and two days of registration at Annual Conference, with an allowance for travel and meal expenses. The Deputy Editor-in-Chief is also provided with three fee-free Open Access articles in any of the Society’s journals in each calendar year; access to a ring-fenced conference travel 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.

**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 and Microbiology Society staff on the delivery, development and future direction of the journal.
* Where necessary, advising Editors on 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 ethics concerns.
* Attendance at two to three Editorial Board meetings and regularly meeting, either virtually or in-person, with the Microbiology Society editorial staff and individual members of the Board as necessary.
* Attendance to three Publishing Panel meetings, and other 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, to be discussed and confirmed on appointment.
* Commissioning authors to write editorials, review or other articles as agreed with the Society and the Editorial Board.
* Recommendation of experts who could join the Editorial Board of the Journal;
* Ensuring appropriate coverage and quality of contributions for publication in the Journal.
* Where appropriate, providing original contributions to the Journal, and at least three contributions during the term of your agreement.
* 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 microbiology, preferably with a wide breadth of expertise.
* Have an excellent network of international contacts in a range of specialties in your discipline(s).
* Previous editorial experience, preferably with Microbiology Society journals.
* Maintain an active research profile. Preferably have some presence on social media e.g. Twitter.
* Be a member of the Microbiology Society, or be willing to join on appointment, and have an understanding of the central role that publishing in society journals has in continuing their activities.
* Supports and advocates for open science, and the policies and technologies that will facilitate it, including, but not limited to, open access publishing and open data.
* Have an extensive network of international contacts with a wide range of specialties in the discipline.

## 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](mailto: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 28th April 2023.