



## 1. Microbiology Society – Job Description for:

**Job Title:** Head of Journal Development  
**Reports to:** Director of Publishing  
**Department:** Publishing  
**Location:** Charles Darwin House, London

### 1.1 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](http://microbiologysociety.org).

### 1.2 About you

We are looking for a new Head of Journal Development to join our friendly and welcoming team, based in central London. You will provide strategic editorial direction across the Society's portfolio of journals, working closely with your colleagues and with microbiologists in academia, industry, and clinical environments. You will represent the Microbiology Society at conferences and events, playing a key part in raising the profile of our journals and seeking out commissioning opportunities.

### 1.3 Duties

#### Portfolio management

- Take the lead in the management, growth and strategic development of our journals, working closely with colleagues, the Publishing Committee, and members of our Editorial Boards to create and implement innovative, community-focused editorial strategies.
- Work with the publishing management team to deliver continuous and active maintenance and development of the portfolio, responding to developments in the market and recommending changes in response to emerging opportunities and threats.
- Work with colleagues to ensure that publishing is providing the best possible service to Society members, as well as demonstrating the benefits of membership to our journal communities.
- Develop and oversee delivery of journal promotional plans that leverage the Society's strengths in communications and marketing, working with colleagues in other departments to maximise and monitor the impact of promotional campaigns.
- Regularly audit journals to monitor compliance with industry best practice and ethical policies, and consistency of Editorial Board decision making, and work with colleagues to create educational materials for staff and Editors where issues are identified.
- Line manage the editorial team, including understanding the full spectrum of editorial activities so that you can provide advice to and cover for team members.

- Engage with the financial and business management processes of the department, including creating the annual editorial budgets and financial forecasts, monthly reviews of the management accounts, and development of business cases for new activities where appropriate.
- Set targets for, monitor and report on quantitative and qualitative portfolio health indicators.

### **Governance**

- Take responsibility for governance of the Editorial Boards, including overseeing the governance work of the Journal Development Editors.
- Support the Director of Publishing with governance matters pertaining to the Publishing Committee.
- As part of the Society's Management Team, collaborate with colleagues on other governance-related matters.

You may be asked to collaborate on cross-departmental projects and take on other duties commensurate with the grade of the post.

## **1.4 Knowledge and skills**

### **Essential**

- Extensive journal development and commissioning experience, specifically within STM publishing.
- Up-to-date knowledge of scholarly communications, including aspects of Open Science.
- Excellent relationship management, communication, and problem-solving skills.
- Able to work independently, with first-rate time management and organization skills.
- Computer literate and able to quickly develop expertise in new software.
- Willing to learn and adapt to change.
- Willing to travel.
- A degree or equivalent in a scientific subject.

### **Desirable**

- Line management experience.
- An interest in or understanding of microbiology.
- A Masters or PhD in a scientific subject.