

Microbiology Society – Job Description for:

Job Title	Commissioning Editor
Reports to	Head of Journal Development
Location	14-16 Meredith St, London, EC1R 0AB

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.

1.2 About you

The Commissioning Editor is responsible for supporting the development of high-quality content in our journals through targeted commissioning of authors for a variety of content such as original research articles, reviews and front matter content. The postholder will be capable of conducting independent bibliographic research on specific topics, synthesising that information into targets, and presenting this to the Editors for their buy-in and consent to invite. The postholder will ensure we support the microbiology community by developing content for the front matter of the journal, including behind the article pieces, and meeting reports.

The postholder will contribute to and support the Associate Director of Members' Programmes in the delivery of all of Council's strategic objectives and particularly in relation to advancing the understanding of microbiology and championing the contribution made by microbiology, our members and their work in addressing global challenges.

1.3 Duties

Reporting to the Head of Journal Development, the Commissioning Editor will have responsibility for supporting the content generation activities of the journal development team through targeted commissioning activities.

Key responsibilities will include (but will not necessarily be limited to):

- Conducting in-depth bibliographic research, using tools such as Dimensions, Google Scholar, Web of Science and liaising with teams across the organisation to identify hot topics, trending authors and well cited papers for briefing Editors and the Journal Development team
- Identifying and attending meetings to conduct commissioning activities in-person as well as giving talks about the Society's work, our journal portfolio and publishing best practice
- Attending regular Editorial Board meetings and Editor meetings to set commissioning targets and assertively gaining buy-in from the Editors to make initial contact where appropriate
- Proactively developing frameworks for front-matter, commissioning magazine type content, such as Behind the Paper articles and Meeting Reports
- Working with the journal sales team to identify institutions with Publish and Read deals which can be specifically targeted for commissioned content, and institutions that can be targeted for Publish and Read deals because their researchers already publish in our journals
- Developing relationships and workflows across our affiliated societies and bodies – such as the Federation of Infection Societies – to ensure content is being captured from these events
- In collaboration with the Editorial Officer, monitoring, chasing and reporting on invited content streams for continual evaluation and refinement
- Collaborating with internal stakeholders to review content being generated, for example in policy briefs, and determine what can be repurposed as journal content
- Monitoring the wider publishing landscape, including competitor journals and open research platforms, to internalise best practices
- Contributing to the delivery of an annual report on comparative bibliometric indicators, providing recommendations for improvement where relevant
- Building strong and productive relationships with key stakeholders of the Society and partner organisations to support key audiences working in infection science, industry and veterinary microbiology as well as early career microbiologists
- Contributing to Publishing Panel, which implements strategic decisions for the journals and the open research platform. From time to time, the Commissioning Editor will also

be expected to support the Secretariats of Society Committees in the generation of papers, and contribution to meetings

- Other duties as determined by the Head of Journal Development from time to time

1.4 Knowledge and skills

Essential

- Biosciences degree or equivalent experience
- Relevant experience of working in academic publishing
- Proven ability to manage and build effective relationships with key individuals and stakeholders at all levels, including volunteer scientists on committees
- Proven ability to conduct presentations and assertively influence a diverse range of stakeholders
- Strong project management skills with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Some experience in strategic planning and the ability to allocate resources effectively and manage budgets
- Excellent communication skills both written and oral, with special attention to influencing senior academics and industry professionals
- Strong organisational skills and meticulous attention to detail
- Excellent administration skills including proven ability to take synthesise meeting minutes
- The ability to work well individually and as part of a proactive and responsive team
- Excellent working knowledge of Microsoft Office Applications

Desirable

- Experience in journal development or commissioning
- Up-to-date knowledge of scholarly communications, including industry movements toward Open Science
- An interest in or understanding of microbiology
- A Masters or PhD in a scientific subject