

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

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

### 1.2 About *Access Microbiology*

As a broad scope, sound science open research platform, *Access Microbiology* offers a new service for members of our community to rapidly and transparently disseminate their work, across all branches of microbiology and virology. It supports the publication of replication studies, negative results, case reports, and standard as well as alternative article types. It has an Editorial Board composed of early career researchers (ECRs) as well as senior academics who act as Editor Mentors.

### 1.3 About you

The Deputy Editor-in-Chief of *Access Microbiology* plays a key role in the platform, ensuring that we publish sound research and remain engaged with the microbiological community. You will also have responsibility for soliciting content and for promoting the platform at relevant events. Your main tasks will be to work closely with the Editor-in-Chief and Society staff on editorial delivery and development of the platform. 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 platforms in each calendar year; access to a ring-fenced conference travel fund for Editors for promoting the platform (to any relevant conference); and other benefits made available to members of Society Committees, as agreed by the Council of the Society.

### **Term in office**

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

### **1.4 Duties**

- Working closely with the Editor-in-Chief and Microbiology Society staff on the delivery, development and future direction of the platform.
- Where necessary, advising Editors on assessment of contributions submitted to the platform in accordance with the guidelines laid down by the Society and the platform's policies.
- Where necessary, advising on ethics concerns.
- Attendance at 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 at three Publishing Panel meetings, and other Committee meetings where appropriate.
- Soliciting suitable contributions to the platform where appropriate, and regular promotion of the platform to appropriate audiences such as ECR, clinical and open science communities.
- Recommendation of researchers who could join the Editorial Board of the platform.
- Where appropriate, providing original contributions to the Platform or the rest of the Microbiology Society portfolio, and at least three contributions during the term of your agreement.
- Providing advice and assistance in marketing of the Platform.
- Being an advocate of the platform at meetings and conferences.

### **1.5 Person specification**

- Demonstrated experience in an area of microbiology, preferably with a wide breadth of expertise.
- Have a network of contacts in a range of specialties in your discipline(s).
- Previous editorial experience with an alternative publishing model, preferably with the Microbiology Society portfolio.
- 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 the Society journals has in continuing our activities.
- Support and advocate for open science, and the policies and technologies that will facilitate it, including, but not limited to, open access publishing and open data.

### **1.6 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.

### **1.7 Application**

Please apply to [fh.watson@microbiologysociety.org](mailto:fh.watson@microbiologysociety.org) with your CV and a cover letter which includes your vision for the future direction of the platform.

The closing date for expressions of interest is 10 October 2023.