

## Microbiology Society – Job Description for:

Job Title	Journal Development 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](http://microbiologysociety.org).

### 1.2 About you

The Journal Development Editor is responsible for supporting the strategic development and delivery of editorial development plans, generating increasing high quality content in our titles, and supporting the ongoing movement toward open science. The postholder will ensure we support the microbiology community, working closely with colleagues, external stakeholders and with microbiologists in academia, industry, and clinical environments.

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 Journal Development Editor will have responsibility for supporting the delivery of editorial development plans focusing on a selection of journals within the Society's portfolio.

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

- In collaboration with the Head of Journal Development, contribute to the strategic management, growth and development of Society journals, working closely with colleagues and members of Editorial Boards to create and implement innovative, community-focused editorial strategies that advance the understanding of microbiology and champion the

contribution made by microbiology, our members and their work in addressing global challenges

- Coordinating commissioning by identifying topics, institutions and groups to be targeted for commissioning purposes, and soliciting relevant, high-quality articles through in-person and desk-based commissioning, as well as utilising our Editors and members to help bring in high-quality content to the journals
- Contributing to the delivery of an annual report on bibliometric indicators, including comparing such indicators with selected competitor journals, providing insight into the meaning of the indicators, and recommending actions to improve them where appropriate
- With the Head of Journal Development, regularly audit journals to monitor compliance with industry best practice and ethical policies, and consistency of Editorial Board decision making. Alongside the audit process maintain awareness of appeals and corrigenda, and manage any ethical disputes in compliance with COPE guidelines
- Implementing suitable monitoring and evaluation processes across the journals portfolio (e.g. setting targets, monitoring and reporting on quantitative and qualitative portfolio health indicators) in order to evidence impact and value for money, and determine how future journal development could be improved
- Building strong and productive relationships with members, partner organisations and other key stakeholders of the Society, including contribution and occasional project management of cross-Society initiatives to support key audiences – such as infection scientists, early career microbiologists and veterinary microbiologists
- Providing input into financial decision making in respect of usage of Editorial Board travel funds and journal marketing budgets, and negotiating with events and other societies to highlight our journals
- Representing the Society at external meetings and events, including giving talks about the Society's work, our journal portfolio and publishing best practice, raising the profile of our journals and seeking out commissioning opportunities
- Contribution to, and attendance of, Publishing Panel, where major strategic decisions for the journals and open research platform development will be made. From time to time, the Journal Development Editor will also be expected to support the Secretariats of Society Committees in the generation of papers, and with attendance to governance meetings
- Liaising with the Marketing and Communications teams to ensure all journal activities and opportunities are clearly communicated to all audiences, including coordinating promotional activities such as conference sponsorship, identifying and promoting interesting articles or topics via social media, press releases and other channels, and monitoring the impact of such promotions on submissions, usage and citations
- With the assistance of the Editorial Officer, provide the Secretariat to Editorial Boards, including booking meeting rooms and making travel arrangements, producing and collating meeting papers and chair notes, and following up on agreed actions

- Managing the appointments to Editorial Boards including monitoring turnover, filtering applications to include only qualified candidates, and working with Editors in Chief to ensure appropriate coverage of areas of journal scope and that candidate pools are sufficiently diverse
- Ensuring that all journal activities are appropriately branded, and deliver optimum outcomes in terms of the Society's strategic aims
- 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
- Some experience in strategic planning and the ability to allocate resources effectively and manage budgets
- Strong project management skills with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- 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 and 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