

***Access Microbiology* Editor– job description**

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 *Access Microbiology*

Access Microbiology is an open research platform that encourages the publication of replication studies, negative or null results, research proposals, data management plans, additions to established methods, and interdisciplinary work. It covers the full spectrum of microscopic life forms, from bacteria and viruses to fungi, protists, archaea, and algae. It welcomes all approaches, from computational, biotechnology, and laboratory work, to environmental, clinical, and veterinary studies. It also publishes pedagogy papers on microbiology education.

The platform incorporates many of the elements of a preprint server and a journal, in an effort to improve the rigour, reproducibility and transparency of the academic record. The platform will feature manuscript review tools to help authors improve their work, and each version of the manuscript through peer review will be posted publicly online, alongside the manuscript review tool reports, reviewer reports, Editor comments and author responses, to ensure a fully transparent peer review process.

1.3 About you

Editors at *Access Microbiology* have previous experience handling manuscripts in peer review systems. You will have a fundamental understanding of peer review and publishing ethics and will be capable of rigorously assessing papers alongside their reviews and comments independently.

There are three levels of Editors on the platform: Editor Mentors; Editor Mentees – who are usually new to the role of Editor; and Editors. Editor Mentors are senior researchers with previous editorial board and publishing experience, who support and assist Editor Mentees in soliciting content for the platform and for arranging peer review of manuscripts submitted.

As Editor you will be handling papers on the platform, evaluating authors' responses to the automated review tools, inviting reviewers and making editorial decisions at each stage of the process. You will be aware of the unique policies of the platform, including the open data policy, and will provide constructive, public-facing feedback to the authors at each stage of handling – and eventual acceptance for publication.

This position is a public-facing role and the Editor acts as a representative of the Society. The position is open to any Full, Full Concessionary and Honorary Member of the Society – applications from non-members will be considered, but preference will be given to members.

Editors are provided one fee-free Open Access article in any of the Society's platforms in each calendar year; access to a ring-fenced travel fund to promote the journal and solicit content at appropriate meetings; and other benefits made available to members of Society Committees, as agreed by the Council of the Society including provision to attend the Society Annual Conference.

Term in office

- At least three years.

1.4 Duties

- Promoting the platform at events, such as conferences and workshops
- Acting as an advocate for the platform and work towards improving its impact
- Arranging for peer review of contributions submitted to the platform per the guidelines laid down by the Society and the platform's policies
- Communicating with contributors concerning the acceptance, rejection or revision of contributions to the platform to ensure appropriate quality of contributions to the journal, with an awareness that reviews and editor comments will be posted alongside each version of the paper
- Soliciting suitable contributions to the platform across the breadth of the scope, including case reports and pedagogical research
- Where appropriate, providing original contributions to the platform
- Attendance at meetings with the Editorial Board and the Society as appropriate.

1.5 Person specification

- Experience in microbiology, preferably with a wide breadth of expertise
- Some editorial experience working on STM academic journals
- 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
- Maintain an active research profile and preferably have some presence on social media e.g. Twitter
- Have an understanding of the role of the Microbiology Society in promoting microbiology, and the central role that publishing in society titles has in continuing these efforts.

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.