

## Microbiology Society – Job Description for:

Job Title: Editorial Officer (Journals)  
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 Editorial Officer is responsible for supporting the delivery of the Society's journal development activities, providing administrative support and editorial input to the Journal Development Editors and the Editorial Boards.

The postholder will contribute to and support the Journal Development Editors in the delivery of their strategic Publishing Plan, and particularly in relation to the organisation and administration of our Editorial Boards. The postholder will support the Head of Journal Development in monitoring the performance of publishing objectives and projects, and providing synthesised data and information for presentation by the Head at Council, Committee and other governance bodies.

### 1.3 Duties

Reporting to the Head of Journal Development, the Editorial Officer will have responsibility for supporting the delivery of the Society's journal development activities, from conception through to completion, as allocated by the Head of Journal Development. You will work with Journal Development Editors to maintain commissioning efforts and coordinate editorial management and recruitment.

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

- Supporting the Journal Development Editors in journal performance monitoring, compliance with internal and external editorial policies, and editorial decision making
- Liaising with the Publishing Operations Team to facilitate timely and efficient running of the production processes that support our journals
- Supporting the delivery of Editorial Board Meetings; scheduling, organising travel and attendance, and contributing toward papers for their discussion

- With support from the Journal Business and Data Manager, specific responsibility for the generation of annual and quarterly reports for delivery to Editors and our governance bodies
- Implementing appropriate evaluation methods for all journal development activities and contributing to evaluation reports, to determine how future activities could be improved
- Building strong and productive relationships with other departments and members of the Society, and organising continued knowledge exchange between the Journal Development team and the rest of the Society
- Monitoring expenditure within the Journal Development budget in collaboration with the Head of Journal Development
- Other duties as determined by the Head of Journal Development from time to time

#### **1.4 Knowledge and Skills**

##### **Essential**

- Degree in a relevant discipline or equivalent.
- Excellent skills in project administration and coordination
- Ability to build effective relationships with key individuals and stakeholders at all levels, including volunteer scientists on Editorial Boards, committees and panels
- Excellent communication skills both written and oral
- Strong organisational and time management skills and meticulous attention to detail, with the ability to work well under pressure
- Excellent customer service skills
- The ability to work well individually and as part of a proactive and responsive team
- Excellent working knowledge of Microsoft Office Applications and experience working with large databases

##### **Desirable**

- Understanding of higher education and the scientific research environment
- Experience of editorial roles at an academic publisher
- Interest in microbiology or related subject