

Microbiology Society job description for: *Journal of Medical Microbiology* Senior Editor

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 the *Journal of Medical Microbiology*

The *Journal of Medical Microbiology* is the go-to interdisciplinary journal for medical, dental and veterinary microbiology at the bench and in the clinic. It provides comprehensive coverage of medical, dental and veterinary infectious diseases. The journal welcomes articles ranging from basic and molecular microbiology to clinical trials in bacteriology, virology, mycology and parasitology.

1.3 About you

Senior Editors of the *Journal of Medical Microbiology* play a vital role in the journal, ensuring that we publish high-quality research and are engaged with the microbiological community. You will also have responsibility for soliciting content for the journal, by suggesting reviews or original articles for submission. Your main tasks will be the initial assessment of manuscripts submitted to the journal and making editorial decisions based on this, and assisting Editors in your section with decision making. You will also be involved in leading one article collection during your time as Senior Editor.

This position is a public-facing role, and the Senior Editor acts as a representative of the Society. The position is open to any Full, Full Concessionary or Honorary members of the Society. New editors will be trained in Editorial Manager.

Term in office

- At least three years.

1.4 Benefits

- Two nights of accommodation and two days of registration at the Annual Conference, with an allowance for travel and meal expenses.
- Two fee-free Open Access articles in any of the Society's journals in each calendar year.
- Access to a ring-fenced conference travel fund for editors for promoting the journal.
- Free online access to the journal.
- Other benefits made available to members of Society Committees, as agreed by the Council of the Society.

Editor benefits will continue to be reviewed considering travel restrictions and digital Society events.

1.5 Duties

- Act as an advocate for the journal and work towards improving its impact.

- Lead one section of the journal; advising Editors on assessment of contributions submitted to the journal in accordance with the guidelines laid down by the Society and the journal's policies.
- Pre-review assessment of contributions submitted to the journal per the guidelines laid down by the Society and the journal's policies.
- Communicate with contributors concerning the acceptance, rejection or revision of submissions to ensure appropriate quality of contributions to the journal.
- Solicit suitable contributions to the journal including original articles and reviews.
- Involvement in at least one collection during the contract period.
- Provide original contributions to the journal, and not less than one contribution during your term.
- Be an advocate of the journal at meetings and conferences.
- Attend an annual Editorial Board meeting as well as at least two Senior Editor board meetings every year.

1.6 Person specification

- Demonstrated excellence in an area of microbiology. We are especially looking for experts in the area of 'Microbiome and Microbial Ecology in Health' or 'Molecular and Microbial Epidemiology'.
- Maintain an active research profile with a minimum of 25 publications at the time of appointment.
- Essential to have some previous editorial experience in a relevant microbiology journal. Previous editorial experience on a Microbiology Society journal is desirable.
- Preferably have some presence on social media, e.g. Twitter, LinkedIn.
- Have an excellent network of international contacts in a range of specialties in your discipline(s).
- Be prepared to submit a review or original paper to the journal during the term of office.
- Have an understanding of the role of the Microbiology Society in promoting microbiology and the central role that publishing in society journals has in continuing these efforts.

1.7 Equal opportunities

The Microbiology Society is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of race, sex, disability, religion/belief, sexual orientation or age. We value, promote, and seek diversity.

1.8 Application

Please apply to t.khanom@microbiologysociety.org with your CV and a cover letter.