

***Access Microbiology* Editor Mentee – 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

Editor Mentees at *Access Microbiology* are early career microbiologists, with little to no editorial experience. We will pair Mentees with a Mentor who will be available to them for consultation and advice as you handle manuscripts. You will be responsible for arranging peer review of manuscripts on the open research platform, including reviewing automated review reports and ensuring authors comply with the platform policies. You will be trained and given support by the Editors-in-Chief and the Society staff to develop your editorial skills.

You will play a key role in the platform, ensuring that we publish sound and rigorous papers. 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.

This position is a public-facing role and the Editor Mentee 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.

Editor Mentees 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

- Arranging for peer review of contributions submitted to the platform in accordance with the guidelines laid down by the Society and the platform's policies
- Communication with contributors concerning the acceptance, rejection or revision of contributions
- Ensuring appropriate topic coverage and quality of contributions for publication
- Maintaining regular communication with the assigned Editor Mentor
- Soliciting suitable contributions and, where appropriate, submitting original contributions
- Providing advice and assistance in marketing the platform
- Attending meetings with the Editorial Board and the Society as appropriate.

1.5 Person specification

- Experience in microbiology
- 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.