

Microbiology Society – Job Description for:

Job Title Publishing Operations Editor
Reports to Head of Digital Publishing
Location: 14-16 Meredith Street, London

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 you

The Publishing Operations Editor is the operational lead for a selection of journals, working closely with colleagues across the Society. The postholder provides an essential point of contact for microbiologists in academia, industry, and clinical environments in their roles as authors, reviewers, and members of our Editorial Boards.

The postholder will contribute to and support the Head of Digital Publishing and the Publishing Operations Manager in the delivery of all Council's strategic objectives and particularly in relation to the Society's long-term sustainability by increasing efficiency as well as ensuring that our central services reflect the Society's values.

1.3 Duties

Reporting to the Head of Digital Publishing, the Publishing Operations Editor will have responsibility for managing peer review and production services focusing on a selection of journals within the Society's portfolio.

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

Editorial and production operations

- Collaborate with editors, reviewers and authors at all stages of the peer review and production workflows to deliver the best possible customer service.
- Ensure the efficient article processing by following and suggesting refinements to our standard operating procedures.

- Work with our external suppliers to ensure that all journals are operating to the highest possible standards, including liaising with our offshore production provider during production of accepted articles and journal issues to ensure high-quality, timely publication.
- Maintain and modify pages on the journal hosting platform, microbiologyresearch.org, so that the information provided is accurate and comprehensive.
- Use the peer review and production software to provide detailed monthly reports on turnaround times and article numbers in each journal.
- Accurately and promptly process invoices and monitor Article Processing Charge revenues, assessing spend and revenue against budget and flagging potential issues to the Head of Publishing Operations for review.

Journal development

- Work with the editorial and communications teams, feeding in to journal development plans and projects, journal promotions, and regular reporting on journal activities.
- Provide support for and attend Editorial Board meetings and relevant conferences, including our Annual Conference.
- Collaborate with the wider publishing team on special projects, as well as the annual review and update of the five-year departmental plan.
- Other duties as determined by the Head of Digital Publishing from time to time

1.4 Knowledge and skills

Essential:

- Excellent communication and interpersonal skills.
- First-rate time management and organization skills.
- Computer literate and able to quickly develop expertise in new software.
- Willing to learn and adapt to change.

Desirable

- Experience in journal publishing operations.
- Knowledge of XML, specifically the JATS schema, and HTML.
- Experience of providing high-quality customer service.
- A degree or equivalent in a scientific subject.
- An interest in or understanding of microbiology.