

## Microbiology Society job description for: *Microbiology* 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](http://microbiologysociety.org).

### 1.2 About *Microbiology*

As the founding and flagship journal from the Microbiology Society, *Microbiology* brings together communities of scientists from all microbiological disciplines and from around the world. Originally *Journal of General Microbiology*, we have been publishing the latest advances in microbiology since 1947. Today the journal reflects the diversity and importance of microbiology in addressing current global challenges, such as food security, environmental sustainability, and health, by publishing fundamental and applied research across the full breath of the field of microbiology.

### 1.3 About you

Editors of *Microbiology* play a key 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 to the Reviews Editor or original articles for submission. Your main tasks will be arranging peer review of manuscripts submitted to the journal and making editorial decisions based on this. You will be expected to contribute to the scope and management of an article collection, in collaboration with your Senior Editor.

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 or Honorary members of the Society. It is not a paid position, but as an editor you will receive 2 nights of accommodation and 2 days of registration at Annual Conference, with an allowance for travel and meal expenses. Editors are also provided with one fee-free Open Access article 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; and other benefits made available to members of Society Committees, as agreed by the Council of the Society. New editors will be trained in the use of Editorial Manager and will work with a Senior Editor for a probationary period. Editor benefits will continue to be reviewed considering continued travel restrictions and Society events.

#### Term in office

- At least three years.

### 1.4 Duties

- Arranging for peer review of contributions submitted to the Journal in accordance with the guidelines laid down by the Society and the Journal's policies.
- Communication with contributors concerning the acceptance, rejection or revision of contributions to the Journal to ensure appropriate quality of contributions to the journal.

- Soliciting suitable contributions to the Journal, both original articles and reviews, and involvement in leading at least one Collection during the period of the contract.
- Where appropriate, providing original contributions to the Journal, and not less than one contribution during the term of this Agreement.
- To be an advocate of the journal at meetings and conferences.
- Attendance at meetings with the Editorial Board and the Society as appropriate.

### **1.5 Person specification**

- Demonstrated excellence in an area of microbiology. For this round of editor recruitment we are especially looking for experts in Actinomycetes & natural products, microbial evolution, molecular microbiology of bacterial pathogens, microbial biotechnology, Archaea, microbial glycobiology, metals and microbes, , metabolism and systems biology, and microbial communities & symbiosis.
- Have an excellent network of international contacts in a range of specialties in your discipline(s).
- Maintain an active research profile. Preferably have some presence on social media, e.g. Twitter.
- Have an understanding of the role of the Microbiology Society in promoting microbiology in the UK and the central role that publishing in society journals 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.

### **1.7 Application**

Please apply to [micro@microbiologysociety.org](mailto:micro@microbiologysociety.org) with your CV and a cover letter.