

Microbiology Society – Job Description for:

Job Title: Publishing Editor

Reports to: Head of Scientific Programmes

Location: 14-16 Meredith Street, 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 has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations.

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.

Our commitment to anyone who studies microbes is ***“whoever you are, wherever you are, we will amplify your voice”***.

Read more about our mission and values at microbiologysociety.org

1.2 About you

The Publishing Editor will be responsible for supporting the strategic development of our publications, including journals and an open research platform. They will be responsible for generating high-quality content in our titles and support the ongoing movement toward open science. The postholder will ensure we support the microbiology community in our publishing activities, working closely with colleagues, external stakeholders and with microbiologists in academia, industry, and infection science environments. The Publishing Editor will support and manage editors and editorial boards, monitoring performance and running recruitment as and where required.

The postholder will contribute to and support the delivery of all of Council's strategic objectives, particularly in relation to advancing the understanding of microbiology and championing the contribution made by microbiology, our members and their work in addressing global challenges.

1.3 Responsibilities

Reporting to the Head of Scientific Programmes, the Publishing Editor will have responsibility for supporting the delivery of editorial development plans focusing on a selection of journals within the Society's portfolio.

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

- In collaboration with the Publishing Manager and the Head of Scientific Programmes, contribute to the strategic management, growth and development of Society publications,

working closely with colleagues and members of Editorial Boards to create and implement innovative, community-focused editorial strategies

- Regularly auditing journals to monitor compliance with industry best practice and ethical policies, and consistency of Editorial Board decision making. Alongside the audit process maintain awareness of appeals and corrigenda, and manage any ethical disputes in compliance with COPE guidelines
- Implementing suitable monitoring and evaluation processes across the journals portfolio (e.g. setting targets, monitoring and reporting on quantitative and qualitative portfolio health indicators) in order to evidence impact and value for money, and determine how future journal development could be improved
- Building strong and productive relationships with members, partner organisations and other key stakeholders of the Society, including contribution and occasional project management of cross-Society initiatives to support key audiences – such as infection scientists, early career microbiologists and veterinary microbiologists
- Working across the organisation to embed open science working in everything we do, and to identify future development opportunities
- Working alongside the Publishing Manager and the Head of Scientific Programmes to manage relationships with relevant key partners and focus communities to establish content streams from these groups into the journals and identify growth opportunities
- Providing input into financial decision making in respect of usage of Editorial Board travel funds, journal marketing budgets and future income projections during open access transitions
- Representing the Society at external meetings and events, including giving talks about the Society's work, our journal portfolio and publishing best practice, raising the profile of our journals and seeking out commissioning opportunities
- Contribution to, and attendance of, Publishing Panel, where major strategic decisions for the journals and open research platform will be made. From time to time, the Publishing Editor will also be expected to support in the generation of papers, and with attendance to governance meetings
- With the assistance of the Editorial Coordinator, provide the Secretariat to Editorial Boards, including booking meeting rooms and making travel arrangements, producing and collating meeting papers and chair notes, and following up on agreed actions
- Managing the appointments to Editorial Boards including monitoring turnover, filtering applications to include only qualified candidates, and working with Editors in Chief to ensure appropriate coverage of areas of journal scope and that candidate pools are sufficiently diverse
- Other duties as determined by the Head of Scientific Programmes from time to time

1.4 Knowledge and skills

Essential

- Biosciences degree or equivalent experience
- Relevant experience of working in academic publishing
- Proven ability to manage and build effective relationships with key individuals and stakeholders at all levels, including volunteer scientists on committees
- Some experience in strategic planning and the ability to allocate resources effectively and manage budgets
- Strong project management skills with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Excellent communication skills both written and oral, with special attention to influencing senior academics and industry professionals
- Strong organisational skills and meticulous attention to detail
- The ability to work well individually and as part of a matrix-style organisational structure
- Excellent working knowledge of Microsoft Office Applications

Desirable

- Experience in journal development or editorial management
- Up-to-date knowledge of scholarly communications, including industry movements toward Open Science
- An interest in or understanding of microbiology
- A Master's degree or PhD in a life science discipline