



# SOCIETY FOR EXPERIMENTAL BIOLOGY

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Job Title	<b>Assistant Editor, SEB Publications</b>
Reports to	SEB Head of Publications
Department	Publishing
Location	Lancaster University, Lancaster, UK
Salary	£28k - £32k, full-time
Start Date	1 <sup>st</sup> February 2022, or as soon as possible after this date

## **Assistant Editor, Conservation Physiology**

[Conservation Physiology](#) publishes research on all taxa (microbes, plants and animals) focused on understanding and predicting how organisms, populations, ecosystems and natural resources respond to environmental change and stressors.

As the Assistant Editor for this journal, the successful candidate will be responsible for:

- the processing of manuscripts to ensure timely progress through peer review
- working with the journal's publisher to ensure accurate publication of journal content
- any administration required to support journal development
- imaginatively promoting Conservation Physiology content, as well as content from across the SEB's journals
- providing support for co-located SEB journal The Journal of Experimental Botany and any additional work for the other SEB journals as required

## **Promotion of SEB journal science**

The SEB owns or co-owns five academic journals: Conservation Physiology, The Journal of Experimental Botany, The Plant Journal, Plant Biotechnology Journal, and Plant Direct.

In addition to their work on Conservation Physiology, the successful candidate will assist the SEB Head of Publications in managing SEB journal matters, including use of the SEB journals' science to support wider SEB charitable objectives, outreach and educational activities, public engagement, and showcasing the impact of the science on Society. In the short term this will involve work to ensure that the science from the five journals is celebrated as part of the SEB Centenary celebrations in 2023.

## **Support for JXB and potential new SEB journals**

The Journal of Experimental Botany is a top-ranked journal dedicated to publishing high quality research and reviews across the plant sciences. The journal is run from the same office as Conservation Physiology. The successful candidate will be required to provide editorial work for the Journal of Experimental Botany on a routine basis.

The SEB is also exploring the potential for new journals, and the successful candidate may be asked to help support these new journal initiatives.



Candidates will be expected to be able to work independently, to use their initiative, and be able to make difficult decisions. The post holder will be supported by a small, friendly team. Candidates should have a degree in a related discipline, relevant experience, and have an excellent command of written and spoken English. You should be a good and persuasive communicator and possess excellent IT skills.

### Main responsibilities:

- Actively participate in the Conservation Physiology peer review process to ensure the timely progress of manuscripts
- Ensure prompt processing of Conservation Physiology manuscripts
- Contribute to the development of strategy to improve online visibility through search engine optimization, online linkage, and the development of communication networks
- Provide administration for the development of editorial guidelines and policy whilst promoting good editorial relationships, ensuring board members are kept up to date
- Contribute imaginatively to the direct promotion of individual papers and collections, both for Conservation Physiology and across the SEB's five journals
- Communicate effectively and empathetically with Conservation Physiology authors, reviewers and editors
- Troubleshoot production issues with the Conservation Physiology's publisher
- Provide routine editorial work for The Journal of Experimental Botany
- Act as the focal point for coordination of pan-SEB Journal input to wider SEB projects

### Person Specification

#### Essential

- Educated to degree level in a relevant science, preferably with relevant experience.
- Understanding of the significance of the research in Conservation Physiology and the ability to communicate this to different audiences.
- Experience and understanding of the academic peer review process, and the complexities involved in the measurements of quality and success in academic publishing.
- Excellent interpersonal skills: able to act with discretion, tact and diplomacy.
- The ability to present information in an accurate and appropriate format including writing emails, drafting reports, and taking minutes.
- Excellent written English.
- Imaginatively devise and implement strategies and operational plans to promote the Journal.
- Confidence to work independently; able to communicate policy, collect feedback and advise authors, referees and editors.
- Able to co-operate and work sympathetically as part of a team, providing cover for other team members when required.
- Good time management, and able to work flexibly and occasionally outside normal office hours.
- Able to work in an organized way, with exceptional attention to detail.



#### **Desirable**

- Educated to PhD level in a relevant science, preferably with relevant post-PhD experience
- Advanced level user of Microsoft Office and experienced user of social media.
- Be well-versed in the current developments related to open access publishing.
- Experience of science writing and science communication.

#### **Applications:**

Informal queries about this post may be sent to [m.page2@lancaster.ac.uk](mailto:m.page2@lancaster.ac.uk).

To apply for this post, please submit your CV and covering letter via email to the SEB HR team at [hr@sebiology.org](mailto:hr@sebiology.org)

**Applications must be received by 3<sup>rd</sup> January 2022**

**Interviews will be held online shortly after the closing date.**

Please note that due to limited resources, it is not possible for the SEB to acknowledge receipt of applications. If you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.