

Microbiology Society job description for: *Journal of General Virology* 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.

1.2 About *Journal of General Virology*

Journal of General Virology has been publishing peer-reviewed research for more than 50 years. We recognise the importance of virology as a unique discipline within microbiology, and actively collaborate with partners such as the International Committee on Taxonomy of Viruses (ICTV) to support the global virology community.

1.3 About you

Editors of *Journal of General Virology* play a key role in the journal, ensuring that we publish high-quality research, and are engaged with the virology community. Your main tasks will be arranging peer review of manuscripts submitted to the journal and making editorial decisions based on this. You will also have responsibility for soliciting content for the journal, working with the Reviews Editor and Publishing Editor.

This position is a public-facing role and Editors acts as a representative of the Society. It is not a paid position, but Editors are provided one fee-free Open Access article in any of the Society's journals in each calendar year; access to a ring-fenced travel fund; free online access to the Journal; other benefits made available to members of Society Committees, as agreed by the Council of the Society, including subsidised attendance to the Annual Conference. Editors will be provided with training by the Publishing Operations Editor.

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.
- Recommendation of virologists who could join the Editorial Board and Board of Reviews of the Journal.

1.5 Person specification

- Demonstrated excellence in the field of virology. For this round of editor recruitment, we are especially looking for experts in Prokaryotic Viruses, Animal – Positive-strand RNA Viruses and Animal – Double-stranded RNA Viruses.
- 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 (now X), BlueSky, LinkedIn.
- Have an understanding of the role of the Microbiology Society in promoting microbiology globally 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 Tamanna Khanom t.khanom@microbiologysociety.org with your CV and a cover letter before 18 November 2023.