BIOS | BRITISH AND IRISH ORTHOPTIC SOCIETY

British and Irish Orthoptic Journal Editor Role Description and Person Specification

Main Responsibilities

- To produce the journal of the British and Irish Orthoptic Society
- To develop and promote the British and Irish Orthoptic Journal
- Review and amend the journal strategy as appropriate
- To ensure the journal meets the requirements of the British and Irish Orthoptic Society and its membership
- To monitor the composition of the Editorial Board and ensure action is taken to remedy any deficiencies
- Work with the Editorial Board to ensure the aims and objectives of the strategy are being worked towards and achieved
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- Manage the review process and handling of submissions received for the journal
    - Accept or desk reject submissions to the journal
    - Invite reviewers to review submitted manuscripts
    - Manage reviewers and their submitted reviews
    - Make decisions on manuscripts based on reviewer comments and feedback
    - Liaise with authors using the journal management system
    - Liaise with reviewers using the journal management system
    - Manage re-reviews where appropriate
    - Manage accepted manuscripts using the journal management system, including the use of copywriting and typesetting services paid for by BIOS
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- Work with the current publisher to ensure appropriate development and promotion of the journal and published papers
- Recruit reviewers for the journal and provide training and support for reviewers where appropriate
- Support authors of manuscripts where appropriate (i.e. less experienced authors or those requesting advice or support)
- Maintain high standards of papers published in the journal.
- Attend and report to full BIOS Council meetings (twice yearly)
- Ensuring BIOJ presence at the BIOS Scientific Conference (every year apart from IOA conference years)

Liaises with:

- Editorial Board of the British and Irish Orthoptic Journal
- Trustees of the British and Irish Orthoptic Society
- Journal Publishers

- Providers of the journal management systems
- Providers of copywriting and typesetting services

Term of office: 3 years with re-election for further 3 years and no further re-election until one year has passed

Election process

- Candidates must be proposed by 2 full BIOS members;
- They should submit a CV with evidence to support the requirements of the role;
- They should have the support of their manager;
- Prospective candidates should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- Where more than one candidate applies there will be an election by balloting Council members following normal BIOS election procedures.

Person Specification

	Essential	**Desirable**
Education and Qualifications	● Degree or diploma in Orthoptics ● Member of BIOS	● Postgraduate qualification, such as Masters or PhD
Experience and Knowledge	● Evidence of authorship and publication of papers ● Experience as a peer reviewer. ● Knowledge of the process of manuscript submission to medical journals (or similar)	● Prior experience of editorial roles. ● Evidence of authorship of publications ● Awareness of metrics measuring publication quality / quantity / citations / impact

	● Knowledge of academic referencing and the academic / scientific writing styles expected for a medical journal	● Awareness of metrics measuring journal quality / output / standing / impact
Skills and Attributes	● Able to speak in public forums and give presentations in a manner to instil confidence and leadership on the topic of Publication. ● Excellent communication skills ● Ability to organise workload and work to deadlines. ● Ability to work with in team	● Evidence of experience chairing high level meetings and contributing to multi-disciplinary committees. ● Willingness to support BIOS members relating to reviewing and writing publications
Requirements	● Attend BIOS council meetings. ● Ability to travel	● Attend BIOS annual conferences (and possibly others) to promote the BIOJ