

Royal Society of Tropical Medicine and Hygiene

Managing Editor

c £40,000 per annum FTE
3 days per week

Start date September 2009



Main Purpose of Job

Develop and implement an annual strategic and operational plan for RSTMH journals, cascading from the Society's five-year over-arching strategic plan. Take responsibility for the editorial content from selection and commissioning of manuscripts through peer review and editing. Maintain a high impact for the journals in the international scientific community. Demonstrate consistent improvements (eg. impact factor) in the journals over a period of time.

Reports to:

Chief Executive

Direct reports:

Editorial Assistant

Copy editor and proof reader

Key external contacts:

Publisher (Elsevier)

Key tasks

Journal development

- Work with the Editorial Board to develop, communicate and implement editorial policy
- Manage Editorial Board activity; to include annual skills gap analysis, quarterly meetings. Nominate additional Board members and Guest Editors as appropriate
- Commission reviews, opinion pieces and research articles
- Communicate policy changes and other author-related developments via editorial pieces

Journal Management

- Evaluate author submissions and take responsibility for accepting or rejecting, whilst ensuring an appropriate rate of copy flow to balance the rate of receipt with the rate of publication
- Oversee the peer review process and the copy-editing of manuscripts
- Maintain balance of article type as well as scientific balance
- Participate in regular status meetings with in-house team and Publisher

- Take responsibility for monitoring of page budgets and turnaround times

Business Development of Journals

- Monitor and report reception/perception of RSTMH journal content through networking eg at scientific meetings
- Collaborate with Chief Executive and Publisher on all matters concerning promotion of RSTMH journals

People Management

- Line manage and develop in-house team (two direct reports) and manage relationship with *ad-hoc* freelancers

Person specification

- Science background, ideally with PhD in an allied area of medical research
- Significant editorial experience, preferably scientific journal editing
- Strong management skills and experience of team development
- Ability to network effectively with a range of external scientific and non-scientific contacts
- Self motivated
- Results oriented
- High level of communication skills: articulate, clear, concise, accurate
- Ability to prioritise and manage workload
- Networking: able to form effective relationships with a wide range of internal and external contacts

RSTMH and RSTMH journals:

RSTMH promotes and advances the study, control and prevention of disease in humans and other animals in the tropics and plays a leading role in increasing awareness throughout the world of advances in and issues related to tropical medicine and international health

Through its international network of Fellows RSTMH facilitates training, education and exchange of information between clinicians, health-related scientists, NDGOs and students across all disciplines in the field of tropical medicine and international health.

RSTMH publishes two peer-reviewed journals, *Transactions of the Royal Society of Tropical Medicine and Hygiene* and *International Health*. These titles are aimed at an international audience and offer a comprehensive range of multidisciplinary research and review papers, covering cognate disciplines ranging from public health and infectious diseases, to health economics and healthcare systems.

Transactions is a long established journal, published since the inception of RSTMH in 1907, and now seeking to establish its position as a leader in the comparatively niche area of tropical medicine.

International Health is a new title, launching in September 2009, in association with *The Lancet*, and will face a significant challenge in establishing its position in the highly competitive marketplace of international health.