

Co-Editor in Chief, Journal of Public Health Role Description – Two Posts



**FACULTY OF
PUBLIC HEALTH**

Job title:	Co-Editor in Chief, Journal of Public Health – two posts
Accountable to:	Faculty of Public Health JPH Management Board
Hours:	Approximately 6-8 hours per week
Payment:	All reasonable expenses paid
Line-management:	Lead all aspects of the performance-management of a team of Associate Editors, chair a Scientific Advisory Board, and manage the work of a Virtual Editorial Office (VEO) Assistant
Job purpose:	Lead an Editorial Team to produce the Journal of Public Health
Impact:	Play a major role in shaping the future direction of public health thinking and policy across the UK and globally through the production and effective communication of new public health research
Key Responsibilities:	
1.	Lead all aspects of the review of content for the Journal of Public Health, organising the process of manuscript submission and peer review to ensure that content is accurate, credible, authoritative and relevant to the Journal's scope and mission and that selected manuscripts are new, original, and important contributions to knowledge.
2.	Lead all aspects of the recruitment and performance management of a team of associate editors. The role of associate editors is to support manuscript selection and the peer review process.
3.	Appoint and lead all aspects of the team-management of a Scientific Editorial Board. The role of the Scientific Editorial Board is to support the critiquing and selecting of manuscripts for publication and to offer advice to the editors/associate editors on journal matters as appropriate.
4.	Work closely with the VEO Assistant to ensure the efficient running of the JPH submission and peer review process and to monitor performance.
5.	Set and communicate JPH policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct.

6.	Clearly define, communicate, and regularly assess journal content against its ethical standards. Where a breach in the JPH's ethical standards is discovered, decide if authors should be barred from submission and whether an author's institution should be informed. Jointly with the Publisher, decide how readers and secondary services of work should be informed if content is found to be plagiarised, fabricated, or falsified.
7.	Work in partnership with the JPH Management Board in the setting and delivery of annual objectives, in particular around improving JPH awareness and number of readers, monitoring copyflow and peer-review times, and the overall quality of the journal. As part of the commitment to continually improving the journal, regularly seek out and respond to the views of readers.
8.	Be the 'public face' of the journal, regularly champion and promote its content through print and digital media, and at conferences and events, and encourage 'the best and brightest' to choose the journal in which to publish their research.
9.	Work in partnership with FPH and OUP to grow the journal's income, including through the regular production of sponsored research supplements and by proactively exploring how other journals are generating additional income.
10.	Where appropriate, seek out ways to complement and support FPH's organisational aims, including raising awareness of FPH and its work, and encouraging more people to join the Faculty of Public Health.
11.	Adhere to relevant legal and statutory requirements including around data protection and confidentiality, consistently model FPH's values and the highest standards of scientific and editorial ethics, act without prejudice or conflict of interest, have fun and challenge yourself in your role.

What can the two co-editors expect in return for volunteering?

1. This is a unique opportunity to shape the direction of public health research in the UK and across the globe and with it the direction of the public health reform agenda. These roles will offer the right people the chance to leave a substantial legacy for future generations of public health professionals.
2. You will have administrative support from an experienced OUP editorial assistant who will work with you to oversee and coordinate the online submission and peer-review process for the JPH.
3. You can expect regular invitations to speak at public health conferences and to be invited onto key public health research decision-making bodies.
4. OUP hosts regular networking events for its journal editors where they can meet one another and hear talks on publishing topics from OUP staff and external experts.

5. These are also senior leadership roles within the Faculty of Public Health and we would hope the JPH editors will play a role in shaping the strategic direction of our organisation, in particular to help ensure evidence and research is at the heart of everything we do and that we are modelling best practice for the rest of the public health community.

NB – FPH is keen to seek applications for the two co-editor in chief roles from FPH members and non-members. Those chosen as co-editors in chief will be required to join FPH if they are not already a member.

Further information about the Journal of Public Health is available at <https://academic.oup.com/jpubhealth>

Further information about the UK Faculty of Public Health is available at www.fph.org.uk

Gus Baldwin
Director of Policy and Communications
7 November 2018