

Chief Editor – Annals of Work Exposures and Health

Department: Publishing
Reports to (Post): BOHS Board via BOHS Chief Executive
Key areas: Editorial leadership
Updated: October 2025

Job Purpose

Providing leadership for *Annals of Work Exposures and Health*, you will ensure that it publishes research and development in occupational hygiene and allied fields, commensurate with its [aims and scope](#), to the highest international standards and that it remains an attractive means for researchers to publish their work. Editorial development is also part of the role, including but not restricted to the development of supplements.

Annals is one of the world's leading, peer-reviewed research journals on hazards and risks to health resulting from work. It is dedicated to presenting advances in exposure science supporting the recognition, quantification, and control of exposures at work, and epidemiological studies on the effects of work exposures on human health and well-being. *Annals* is the official journal of the British Occupational Hygiene Society (BOHS) and is published by Oxford University Press. Editorial support is currently provided by the Publisher's Virtual Editorial Office and the Editorial Manager at BOHS Head Office.

What we expect of you

With responsibility from Volume 71 onwards, you will lead the Editorial Board and develop new directions for the journal in response to developments in the field of occupational health.

The role requires regular, hands-on attention to manage the daily flow of paper submissions, reviews and decisions. The current Chief Editor triages all submissions and delegates approximately 50% of submissions that go to peer review to relevant Assistant Editors on the Editorial Board, and manages the peer review process for the remainder.

You will work primarily with the Assistant Editors, Editorial Manager, Virtual Editorial Office, BOHS Chief Executive and Publisher, Oxford University Press.

The time commitment for Chief Editor is negotiable. The current arrangement is approximately 20-25% full time equivalent effort with professional editorial office support.

Duties / Responsibilities of the Role

1. To develop strategies for achieving the purpose of the role in conjunction with the Editorial Board, the BOHS Board and the Publisher.
2. To build and maintain strong links with BOHS Head Office, BOHS Board and the Publisher.
3. To chair the Editorial Board and notify the BOHS Board of appointments made.
4. To decide on editorial policy including, but not restricted to, the selection of material for publication.
5. To manage the editorial review process including assignment of responsibility for all substantive contributions to *Annals* amongst the Assistant Editors (and yourself) and to act as the final arbiter about publication.

6. To undertake editorial duties for approximately 50% of articles, including peer reviewer selection, feedback on writing, and providing suggestions.
7. To undertake responsibility for the supply of all material to be published according to the schedule agreed in the publishing contract.
8. To recommend suitable material that has been rejected from *Annals* for transfer to partner journal *Research Connections*.
9. To liaise with the Assistant Editors and Editorial Manager to ensure consistency of editorial standards and practices.
10. To appoint the members of the International Advisory Board (IAB) in discussion with the Editorial Board and to ensure effective engagement with the IAB to promote a high international profile for the journal.
11. To work with the Editorial Manager to ensure all *Annals* activity remains within the Editorial Costs budget agreed with BOHS Board and the Publisher.
12. To provide reporting on the performance of *Annals* to the BOHS Board and the Society as required each year.
13. To advise BOHS Board on editorial matters relating to *Annals*, including attending BOHS Board meetings (via electronic means if not in person) as required.
14. To communicate with authors and readers about article submissions and publication, and promote *Annals* to authors and readers including, but not restricted to participation in events at scientific and professional conferences and writing for *Exposure*, the BOHS members' magazine.
15. To work with the Editorial Manager and BOHS Marketing team to provide updates and highlights from the journal for use in the Society's social media during the year.

Person Specification

	Essential	Desirable
Qualifications	Educated to postgraduate degree level in occupational hygiene and/or its underlying sciences.	
Experience	Excellent scientific track record in occupational hygiene and its underlying sciences, with a strong record of publication. Substantial and recent experience in managing or conducting research of international quality. A strong record of contributing to the review of published material in occupational hygiene and its underlying sciences.	A strong record of contributing to the editing of published material in occupational hygiene and its underlying sciences.

Knowledge and Skills	An excellent international network amongst researchers. Good communication skills in English. Good influencing skills; able to achieve results when working with non-direct reports and academic peers.	Strong links with BOHS. Understanding and awareness of current international academic journal publishing developments.
Competencies and Behaviours	Strongly supportive of the charitable objects of BOHS to promote and protect occupational and environmental health and hygiene, specifically through the advancement of research and education in the associated science. Good strategic thinker, able to identify opportunities for growth	
Other Requirements	Able to attend and chair at least one Editorial Board meeting per year. These meetings are usually held online between April and June, but every few years the Editorial Board meets face-to-face in the UK at the BOHS annual conference. Able to attend the BOHS annual conference in the UK most years. Able to attend meetings, usually online, with BOHS Head Office, BOHS Board and the Publisher as required, and facilitate the building of good working relationships. A member, or willing to become a member, of the Society.	