

## Chief Editor – Annals of Work Exposures and Health

Department: Publishing  
Reports to (Post): BOHS Board via BOHS Chief Executive  
Key areas: Editorial leadership  
Updated: January 2020

### Job Purpose

Providing leadership for the 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.

The 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 their effects on human health and well-being. The 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 65 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 delegates approximately 50% of submissions to relevant Assistant Editors on the Editorial Board.

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

The time commitment for Chief Editor is negotiable. The current arrangement is approximately 25% full time equivalent 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 the Annals amongst the Assistant Editors (and yourself) and to act as the final arbiter about publication.

6. To undertake responsibility for the supply of all material to be published according to the schedule agreed in the publishing contract.
7. To liaise with the Assistant Editors and Editorial Manager to ensure consistency of editorial standards and practices.
8. 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.
9. To work with the Editorial Manager to ensure all Annals activity remains within the Editorial Costs budget agreed with BOHS Board and the Publisher.
10. To provide reporting on the performance of the Annals to the BOHS Board and the Society as required each year.
11. To advise BOHS Board on editorial matters relating to the Annals, including attending BOHS Board meetings (via electronic means if not in person) as required.
12. To work with the Editorial Manager and BOHS Marketing team to provide updates and highlights from the journal for use in the Society's other publications and social media during the year.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to postgraduate degree level in occupational hygiene and/or its underlying sciences.	
<b>Experience</b>	<p>Excellent scientific track record in occupational hygiene and its underlying sciences, with a strong record of publication.</p> <p>Substantial and recent experience in managing or conducting research of international quality.</p> <p>A strong record of contributing to the review of published material in occupational hygiene and its underlying sciences.</p>	A strong record of contributing to the editing of published material in occupational hygiene and its underlying sciences.
<b>Knowledge and Skills</b>	<p>An excellent international network amongst researchers.</p> <p>Good communication skills in English.</p> <p>Good influencing skills; able to achieve results when working</p>	<p>Strong links with BOHS.</p> <p>Understanding and awareness of current international academic journal publishing developments, for example in relation to Open Access and Coalition S.</p>

	with non-direct reports and academic peers.	
<b>Competencies and Behaviours</b>	<p>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.</p> <p>Good strategic thinker, able to identify opportunities for growth</p>	
<b>Other Requirements</b>	<p>Able to attend and chair at least one face-to-face Editorial Board meeting per year in the UK, usually in April at the BOHS annual conference.</p> <p>A member, or willing to become a member, of the Society.</p>	<p>Able to access easily both Derby and Oxford in the UK to attend meetings (once or twice per year) and facilitate the building of good working relationships with BOHS Board members, Head Office staff, and Publishing staff.</p>