



## Section 1 Role Overview

Job title:	Editor in Chief SUM
Job type:	Fixed term 3 years
Honorarium details:	£13,000 (Self-employed part time honorarium paid quarterly in arrears)
Reports to:	Executive Director and Publications Committee chair.
Start date:	November 2024
Closing date for applications:	20 <sup>th</sup> October 2024

## Section 2 About the British Society of Soil Science

Soil Use and Management is a leading international soil science journal focused on the impact of anthropogenic activities on phenomena and mechanisms which affect soil systems, within the larger context of natural processes, as applicable. Assessments of impacts on local to global environmental parameters, beyond the boundaries of managed systems are encouraged. Interdisciplinary studies, e.g. linking soil with climate change, biodiversity, global health, and the UN's sustainable development goals, with strong novelty, wide implications, and unexpected outcomes are welcomed. These should inform policy makers and/or practitioners on all aspects of the sustainable use and management of soil resources. Along with the European Journal of Soil Science, it is one of the journals of the British Society of Soil Science (BSSS). The BSSS was founded in 1947 by eminent British soil scientists with the aims of advancing the study of soil; being open to membership from all those with an interest in the study and uses of soil.



Today the BSSS has grown into an established international membership organisation and charity committed to the study of soil in its widest aspects. With over 900 members, it is funded primarily through income from publications and subscriptions. The Society acts as a forum for the exchange of ideas and provides a framework for representing the views of soil scientists to other organisations and decision-making bodies. It promotes research by organising several events and conferences each year and by the publication of its two scientific journals in partnership with Wiley. It promotes education through a number of initiatives aimed at schools, colleges and universities. The Society has a regular and varied programme of scientific conferences on a wide range of soil-related issues and hosted the World Congress of Soil Science in 2022, Glasgow on behalf of the International Union of Soil Sciences.

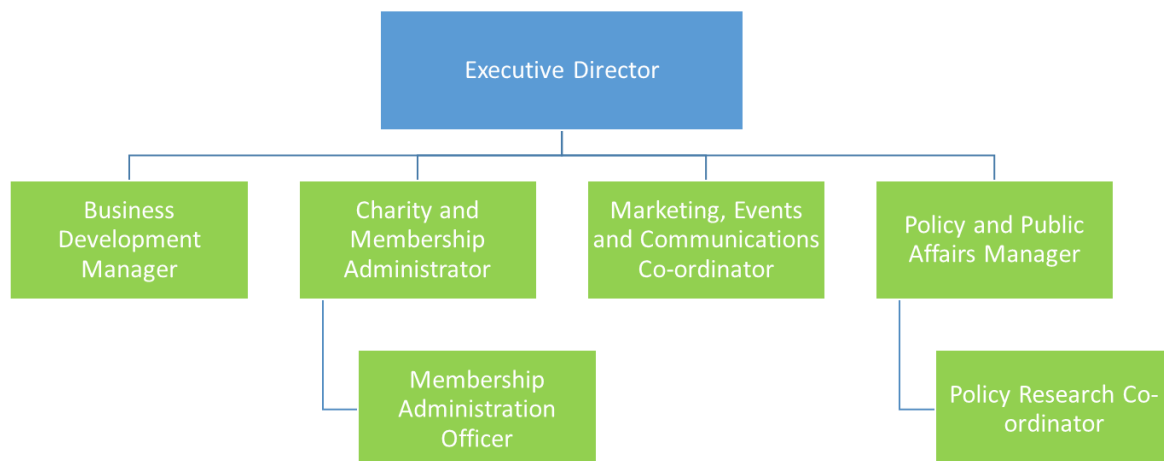
In 2010 the Society became an incorporated charity, merging with the Institute of Professional Soil Scientists. This means that the society now has membership representing all areas of soil science.

The Society has an administrative office based at Cranfield University in the School of Water Energy and Environment.

[Learn more about the British Society of Soil Science](#)

## Organisational Chart

### BSSS Executive Team Organisational Chart

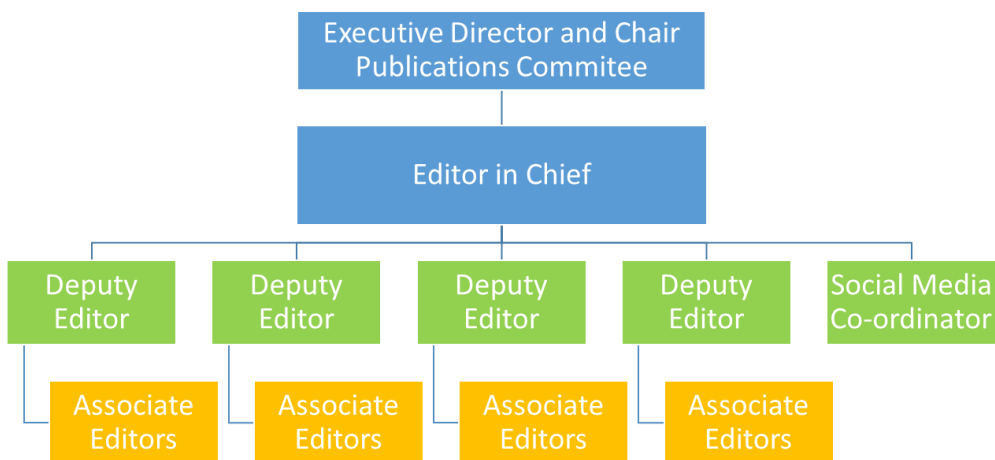


## Editorial Team Organisational Chart

### Soil Use and Management



### European Journal of Soil Science



## Section 4 Job Details

### Job Purpose

It is the role of the Editor-in-chief to work with the BSSS to oversee the strategic development of the journal, as well as to act as an ambassador for the journal. You will be a highly experienced soil scientist familiar with the editorial process of peer-reviewed journals. The Editor-in-chief has the final decision-making responsibility for the acceptance or rejection of all papers submitted to the journal. They must also adhere to and ensure that ethical standards are upheld throughout the entire publication process.

The post will be for an initial term of 3 years, with the option of renewal. The Editor-in-chief will be supported by the editorial office and will work closely with the Deputy Editors and Social Media coordinator. As the Editor you will receive training in the editorial processes and the online submission system, with regular training in publishing systems, ethics and marketing provided by the publisher.

### Key Deliverables

	Description of Deliverables	% of time
1	<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Execute and contribute to the vision and publication strategy for SUM in conjunction with the BSSS board, ED and Editorial team.</li> <li>• Manage Senior Editorial Team (Deputy Editors). <ul style="list-style-type: none"> <li>○ Delegate the management of peer review to Deputy and Associate Editors where appropriate and ensure rigorous and constructive peer review of papers.</li> </ul> </li> <li>• Manage Editorial Board (Associate Editors).</li> <li>• Manage peer review process of manuscripts from submission to final decision according to COPE principles.</li> <li>• Manage outputs of production to ensure quality of published papers.</li> <li>• Make the final decision on all submitted papers following oversight of review by Deputy Editors.</li> </ul>	80%

	<ul style="list-style-type: none"> <li>• Appoint members of the Editorial Board and grow the journal's international presence.</li> <li>• Maintain publication ethics and best practice and deal with issues concerning research and publication misconduct alongside the Editorial office and publisher.</li> <li>• Work with the social media coordinator to enhance journal impact.</li> </ul>	
2	<p><b>Commissioning</b></p> <ul style="list-style-type: none"> <li>• Commission and oversee Special Issues with Guest Editorial teams.</li> <li>• Commission invited papers (Alan Wild Reviews, Invited Reviews and Commentary).</li> </ul>	10%
3	<p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>• Ensuring execution and development of publication strategy for SUM.</li> <li>• Participate in conferences and symposia.</li> <li>• Promote the journal through relevant social and professional networks.</li> <li>• Act as an ambassador and promote the journal at national and international conferences and meetings.</li> </ul>	10%
4	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other duties as required and commensurate with the post but not described above.</li> <li>• Engage with the publisher support services to ensure efficient time management practices are employed</li> </ul>	

Please be advised that the percentages allocated for the key deliverables may be adapted to take into account the needs of the British Society of Soil Science.

You are also responsible for the management of your team including their performance, outcomes, individual development, and health and safety. DEs are paid an honorarium, whereas AEs are volunteers.

## Planning and organising



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You will be self-directed, well organised and expected to work autonomously with minimal supervision on a day-to-day basis. You will plan your own work, and that of your team, and use your own initiative to prioritise your work to meet deadlines. Due to the varied nature of the work, you will need to be agile, with the ability to multitask, and re-prioritise work to meet deadlines.

The annual strategy is reviewed each year and implemented to fit BSSS's goals and members' needs and projects will be agreed from this. You will also be required to develop project plans to achieve objectives set for the projected future.

You will be responsible for the collation, compilation and submission of information relating to all aspects of the Society's SUM operations and activities. You will collate information and data which can be used to influence future strategy and stakeholders. This information will be reported to the Executive Director, Board and publications committee.

You will implement project plans to deliver your targets and will have excellent project management skills, ensuring that milestones and deliverables are achieved to time and to high quality. You will initiate and monitor systems to ensure good communication amongst team members including the recording, updating and sharing of information and data.

You will ensure deadlines are met to submit publications to be used to the Publisher so they can execute the lay out and publish the quarterly journal.

You will liaise with the EIC of the European Journal of Soil Science to develop both journals as a package, thereby covering a wider remit in soil science publishing. This could include, for example, joint marketing activities, the transfer of papers between journals due to their scope, and author/editorial training.

You will update the Executive Director on progress against agreed targets at intervals agreed.

## **Communicating and influencing**

You will be in contact with individuals who are at senior levels within BSSS and their own organisations and will need to demonstrate excellent interpersonal skills to communicate with members and external stakeholders, other learned Societies, Council and Board.

You will be the management contact for anyone contacting the Society regarding the SUM journal.



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You will have strong influencing skills and will be expected to identify and map a strategy to influence both stakeholders and staff in order to build lasting relationships and improve performance of the journal. You will have direct contact with stakeholders and have the authority to implement necessary changes.

You will be able to communicate the delivery of projects against the timeline set, proposing data collection methodologies, interpreting the results of data and making recommendations based on the results. An active and collegiate team mentality is the expected norm.

As Editor of the one of the BSSS journals, you will be representing the society's aims.

## Problem solving

You will be expected to work independently and autonomously, with reference to the line manager and other Society colleagues for points of clarification.

You will be expected to forward plan, think through and solve problems which may be encountered. This may include technical problems, managing tasks within agreed budgets, or handling member/sponsor complaints. You will be expected to respond to requests for information in a timely manner and if required, forward to an appropriate expert in the Society. You will be expected to discuss problems constructively with the Executive Director and other colleagues.

The ability to problem solve is a key requirement of the role. You will be required to use knowledge and initiative to solve problems and questions on a variety of issues and across varied situations and to make decisions about your own work, setting priorities on a daily basis and using balanced judgement to reach acceptable solutions. You will be expected to recommend solutions where necessary and understand the potential implications of making changes.

## Decision making

### I) Decisions you will take without reference to others

Delivering against pre-approved strategies

- Analysis of feedback and comments relating to the work area and implementing improvements
- Planning day to day work
- Maintenance of accurate records and paperwork



- Managing communication between relevant stakeholders
- Implementing updates and improvements to systems and processes and best practice
- Meeting follow up actions.

## **II) Decisions you will refer to your manager/colleagues**

- Issues outside of pre-agreed priorities
- New initiatives, not included on the strategy, for consideration
- Difficult issues that arise
- Problems or issues outside scope of knowledge or understanding
- High priority issues or serious matters.

## **Guiding framework**

The guiding framework for this role is the BSSS Strategic Plan 2020 – 2030 and accompanying annual strategies.

There are established working practices, processes, systems and procedures that you will learn and must be used. Alterations to any of these must be agreed with your line manager. You can expect close support from your line manager in mentoring, and project management.

Our performance and development review scheme provides a set of objectives agreed with the Executive Director and Chair of the Publications Committee for the year ahead and expected SMART targets. These targets will be based on the Society's annual strategy.

Duties and responsibilities should be carried out with due regard and compliance with the General Data Protection Regulations, Health and Safety and the Equality Act 2010. The role will be subject to normal school and university systems and procedures. A very high emphasis is placed in particular on conformity with health and safety, environmental and ethical policies of the university.

There may be occasions when existing procedures may not cover new circumstances and where you need to take the lead and work collaboratively with the Executive Director, Editor in Chief of EJSS, THE Publications Committee, the BSSS President and other members of Council and Board to develop new processes for the future.

You must respect the fundamental code of conduct for work. You may be privy to confidential information relating to staff and it is imperative that absolute discretion and confidentiality is shown at all times.





## Impact

It is very important to conduct high quality work to maintain and enhance the reputation and performance of the Society. This will have an impact on members and colleagues and could facilitate further internal and external collaborations.

You will be expected to represent the Society at a number of events and conferences, to produce suitable promotional materials and highlight the journal's activities. Your work will lead to a high satisfaction amongst members, for the quality of content and its delivery, and will lead to an increase in members and commercial revenue.

## Facts and Figures

BSSS was formed in 1947 and has over 850 members across more than 40 countries. The Society is supported by 6 regional groups (South-West, South-East, Midlands, Wales, Northern, Scotland) that typically hold 2-3 meetings in a year. In addition, the Society hosts an annual meeting, usually in September that typically attracts around 100 delegates.

# Section 5

## Am I suited to this role?

Criteria	Essential	Desirable
<b>Education / Qualifications</b>	Postgraduate qualification in a related field  Or  Significant relevant experience demonstrating an international track record in publishing high quality research in soil science.	Possess PHD level postgraduate qualifications an international track record in publishing high quality research in soil science.
<b>Experience</b>	Have an established international network with multiple academic institutes.  Internationally recognised scientist who will attract	Experience as an EIC in an academic journal setting

	<p>publications to the journal due to track-record and esteem.</p> <p>Have a clear vision and commitment for the direction of the journal</p> <p>A substantial track record working as part of an editorial team of a scientific journal, and a continued track record in submitting and peer-reviewing articles.</p> <p>Demonstration of broader research in soil science, with an appreciation of multiple core areas of the discipline.</p>	<p>Long-term membership of the British Society of Soil Science</p>
<p><b>Knowledge</b></p>	<p>An understanding and interest in working with scientific publishers, including new publication initiatives and challenges (e.g. AI).</p> <p>Robust understanding of research and publication ethics; and diplomacy, judgement and fairness in dealing with author appeals and misconduct cases.</p>	
<p><b>Skills / Aptitudes</b></p>	<p>Leadership and influencing skills.</p> <p>Excellent communication skills and ability to liaise with members of the academic community, practising members of the soil science professions and the lay public.</p>	



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<b>Values</b>	Ability to demonstrate our values: Ambition, Impact, Respect and Community.	
<b>Other</b>	Ability to work autonomously.  Willingness and ability to travel to national and international events as required.  Flexible to meet the needs of the role.  Team player.  Methodical with attention to detail.  Excellent at building and maintaining relationships at all levels.	