

Job Description

Role Title	Editor, Community Dental Health Journal
Remuneration	An editorial stipend is available for this post. The role equates to 0.1 wte.
Term of office	4 years in the first instance with possibility of renewal

Accountabilities

Responsible to	The membership of BASCD via BASCD Council
Responsible for	Editorial board including associate and deputy editors. Editorial assistant

Job Purpose

1. To edit and promote Community Dental Health the journal of the British Association for the Study of Community Dentistry (BASCD).
2. To work closely with BASCD Council regarding strategic, major management and financial decisions regarding the journal.

Duties and Responsibilities

Key Duties

1. To select circa 50 high quality papers for publication each year from about 350 received submissions using the mechanism of peer review.
2. To improve the quality of the journal demonstrated by considering a range of relevant metrics.
3. To efficiently lead the review process to minimise the delay between submission and publication.
4. To ensure the journal content is responsive to the needs of the readership in terms of the articles published.
5. To liaise with representatives of EADPH¹ and SESPO², two societies aligned with BASCD, whose membership are readers and contributors to the journal.
6. To provide reports to BASCD Council meetings (currently two per year) and to the Annual General Meeting.
7. To liaise with the BASCD treasurer regarding the finances of the journal and provide reports prior to the BASCD Council meetings.
8. To agree strategic and implement operational changes to the journal as agreed by BASCD Council.
9. To review the terms of reference and appointments of the editorial board in collaboration with BASCD Council.
10. To work with the Editorial Board.
11. To appoint and manage an editorial assistant.
12. To maintain a suitable pool of people able to peer review.
13. To work with BASCD to ensure the long-term success of the journal.
14. To work with the publishers of the journal to ensure a high quality and timely product.

¹ European Association of Dental Public Health (EADPH)

² Sociedad Española de Epidemiología y Salud Pública Oral (SESPO)

Person Specification

Essential Criteria

1. Demonstrate support for the aims of BASCD.
2. Have a personal record of high-quality publication in the appropriate scientific literature relating to the aims of the associations.
3. Able to demonstrate continuing professional development such that they are up to date with the disciplines.
4. Excellent written and oral presentation skills.
5. Previous editorial experience as an editor or member of an editorial board.
6. Experience of having successfully managed employed staff.
7. Experience of successful collaboration with academic colleagues particularly in achieving satisfactory peer review.
8. Excellent written scientific English.

Desirable Criteria (if appropriate)

1. Experience of using publishing software.
2. Educated to doctoral level.
3. Membership of BASCD.