JOB DESCRIPTION
Managing Editor
Vacancy Ref: A2347

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Managing Editor</th>
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<td>Present Grade:</td>
<td>8 0.6 FTE</td>
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<td>Department/College:</td>
<td>New Phytologist Central Office, Lancaster Environment Centre</td>
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<td>Directly responsible to:</td>
<td>Executive Editor, New Phytologist Trust</td>
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<td>Supervisory responsibility for:</td>
<td>Peer Review Manager, Editorial Assistant</td>
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Other contacts
Internal: Central Office staff, ISS and Library staff, faculty and departmental staff, university colleagues
External: Editor-in-Chief New Phytologist, Editor-in-Chief, Plants, People, Planet, Trustees, Trust Treasurer, Editors, Advisors, Plant Scientists (e.g. authors, reviewers), Publishing staff (Journals Publishing Manager, Electronic Editorial Office Coordinator, Marketing Manager, Production Editor), ScholarOne Technical Support, Academic Publishing Societies, Academic and Office services, other as appropriate.

Overall objective: To oversee the peer-review processes for New Phytologist Trust journals and to assist the Executive Editor in the publishing of the journals New Phytologist and Plants, People, Planet, particularly with respect to the publishing process for New Phytologist.

Major duties:

Managing the Peer Review processes for New Phytologist
- To manage the New Phytologist Peer Review team and provide direct managerial support to the Peer Review Manager and Editorial Assistant, as well as providing holiday cover and support in all aspects of the Peer Review process.
- Take responsibly for complex and highly-sensitive matters relating to journal peer review (e.g. ethical issues and appeals) with the aim of minimizing the involvement of scientific editors, and advise on directing queries to the Executive Editor or Editors-in-Chief as appropriate.
- Work with the Peer Review Manager to ensure rigorous checks and protocols for plagiarism and, especially, image manipulation.
- Assignment of new submissions to the appropriate scientific Editor, this is a task shared with the Peer Review Manager.
- Handling of manuscripts rejected without review (task shared with Peer Review Manager), some manuscripts will be rejected directly (e.g. outside journal remit or incorrectly formatted) or upon the advice of an Editor.
- Providing support to the Peer Review Manager in the resolution of Author/Reviewer/Editor queries, including appeals and publication misconducts.
- Providing support to the Peer Review Manager in the strategic development of Peer Review initiatives, such as the journals’ manuscript Submission System, Scholar One, or with the publisher of the journals to ensure that the Trust’s reputation for rigorous and timely peer review is maintained.

Contribute to the publication of New Phytologist, including
- Overseeing efficient operation of the peer review process such that the journal is published to the highest possible quality and on schedule. Working with the Peer Review and Production teams, as well as external Production Editor(s), to fulfill this aim.
- Liaison with the Executive Editor in the compilation of journal issues.
- Assisting the Executive Editor in liaison with the publisher and external contacts on matters relating to New Phytologist.
• Working with senior members of the Central Office team to ensure a coherent publication strategy across all New Phytologist Trust titles.
• Initiate and develop opportunities for the journal

**Advising the New Phytologist Editor-in-Chief and Editorial Board on matters relating to**

• Academic direction and opportunities, including agenda/provision of annual reports for annual editorial meetings
• Journal processing times
• Impact Factor and other metrics of performance
• Appointment of Editors and Advisors
• Journal style and layout
• Promotion and outreach
• Training and best practice in journal publishing
• Editorial and publishing policies.

**Contribute to the development of New Phytologist Symposia and workshops.** The role holder will contribute to the development of symposia and workshops via providing strategic advice to the Executive Editor and via

To contribute towards advice on academic direction and opportunities for the Trust and the future directions in scientific publishing.

To undertake other duties as required by the Executive Editor, including the cover of peer review administration during staff vacations/absence etc.