

Job description

Job title:	Editor-in-chief
Reporting to:	Chair of RCVS Knowledge Board of Trustees (clinical reporting) Managing Editor (managerial)
Estimated hours:	2 hours per week
Location:	Remote

RCVS Knowledge is currently looking to appoint an Editor-in-chief for its online, open access, peer-reviewed journal, [Veterinary Evidence](#).

Veterinary Evidence is owned and published by [RCVS Knowledge](#), the charitable partner of the UK's Royal College of Veterinary Surgeons. It is aimed at veterinary surgeons, veterinary nurses and paraprofessionals in the international veterinary community. It publishes content relating to evidence-based veterinary medicine (EBVM) and its application in veterinary practice to enhance the quality of care provided to patients. The aim is for the journal to become the go-to resource for EBVM.

Job purpose

It is the role of the Editor-in-chief to oversee the strategic development of the journal, as well as to act as an ambassador for the journal. 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 Managing Editor, and Production and Editorial Assistant.

The Editor-in-chief is entitled to expenses to cover attendance at annual Editorial Board meetings as well as an annual travel allowance to fund attendance at meetings where the journal will be promoted. They will also receive training in the editorial processes and the online submission system.

Key responsibilities

Functions, tasks and responsibilities

1. Lead the strategic development of the journal in collaboration with RCVS Knowledge and the Editorial Board
2. Delegate the management of peer review to Associate Editors where appropriate and ensure rigorous and constructive peer review of papers via our online submission system
3. Make the final decision on all submitted papers
4. Appoint members of the Editorial Board and grow the journal's international presence
5. Commission and encourage national and international submissions
6. Lead and work with the Editorial Board to promote the journal and to solicit high-quality papers

7. Host annual Editorial Board meetings
8. Commission or write regular reviews of recent substantial journal papers related to EBVM
9. Act as an ambassador and promote the journal at national and international conferences and meetings
10. Promote the journal through relevant social and professional networks
11. Engage with clinicians to ensure the relevance of the journal and to commission content
12. Maintain publication ethics and best practice and deal with issues concerning research and publication misconduct alongside the Editorial office
13. Participate in conferences and symposia
14. Other duties as required and commensurate with the post but not described above

Skills, aptitudes and motivations

1. Possess significant postgraduate qualifications demonstrating rigorous scientific writing skill (PhD level)
2. Have an established network with multiple academic institutes and veterinary practices
3. Have a clear vision for the direction of the journal and a commitment and energy to realise it
4. A track record of submitting and peer-reviewing articles to other veterinary journals
5. Have a very clear and demonstrable understanding of EBVM
6. Have experience of clinical veterinary practice and an understanding of the needs and demands of practising members of the veterinary professions
7. Leadership and influencing skills
8. Excellent communication skills and ability to liaise with members of the academic community, practising members of the veterinary professions and the lay public
9. An understanding and interest in new publishing initiatives (open access, peer review)
10. Robust understanding of research and publication ethics; and diplomacy, judgement and fairness in dealing with author appeals and misconduct cases

Application

Submit your CV together with a letter of no more than 1000 words covering the following:

- how you heard about the position
- the reasons for your interest in the role
- a vision for the future of *Veterinary Evidence* and how to realise it
- an opinion on how the journal is currently promoted and marketed, and suggestions for attracting new authors and increasing its readership both nationally and internationally
- an outline of how the demands of this role would fit with existing commitments
- any other comments you feel are relevant

Please email your application to the Managing Editor, Bridget Sheppard: bridget@rcvsknowledge.org

Closing date: Midnight, 6th July 2020