

British Actuarial Journal: Editor Role, Task and Person Specifications

The Role

The *British Actuarial Journal* is an online, Open Access publication which contains current practitioner research and discussion on actuarial topics. It acts as the platform for outputs from the Institute and Faculty of Actuaries' Sessional Research programme, including papers and transcripts of discussions, as well as publishing contributed papers, Presidential Addresses and selected content from the IFoA's Thought Leadership programme.

The role of the Editor is to:

- Manage the integrity and reputation of the journal in keeping with the IFoA role as a learned society, helping to define and execute its vision.
- Oversee the quality of submissions, the editorial guidelines and the production and review process.
- Lead the Editorial Board, managing and supporting the Co-Editors and Assistant Editors and liaising with the IFoA Executive on operational matters.
- Act as an ambassador for the journal, promoting it alongside the IFoA and the publisher.

Person Specification

It would be desirable if the Editor:

- Is a Fellow or Honorary Fellow of the IFoA.
- Has some prior experience of acting as Editor or part of an Editorial team.
- Has a good working knowledge of the processes and issues involved in meeting publication deadlines.
- Has experience of, or is willing to learn about, the broader landscape of academic publishing, metrics, Open Access and journal development.

The Editor should

- Have a good working knowledge of the actuarial profession and the IFoA's activities and objectives.
- Have an understanding of emerging themes and trends in actuarial science.
- Be well organised and able to work to deadlines.
- Be approachable and collaborative.
- Have an excellent command of the English language and the ability to make content appropriate for and relevant to a modern audience.
- Be able to apply, develop, revise and oversee compliance with editorial guidelines

Task Specification

The Editor of *British Actuarial Journal* will work with the IFoA Executive and our publishing partner Cambridge University Press to deliver and develop the journal.

Tasks will include:

Strategy and oversight

- Play an active part in delivering and developing the journal's vision to ensure it reflects and meets the needs of its communities.
- Oversee the quality of submissions to the journal.

- Oversee the application and development of editorial guidelines.
- Seek to raise the reputation and profile of the journal, working with IFoA Executive staff and the publisher to develop and implement appropriate strategies and policies to deliver this.

Management and communication

- Chair and jointly manage (with IFoA Executive staff) the BAJ Editorial Board, managing and supporting the Co-Editors and Assistant Editors and assisting with recruitment to posts as required.
- Ensure active and ongoing Editorial Board participation.
- Communicate regularly with the editorial team to ensure smooth running of the journal.
- Provide guidance and feedback to the Editorial Board, IFoA Executive staff and publisher to ensure consistent standards and quality of the journal.
- Participate in IFoA governance meetings (providing briefings on journal progress to the IFoA Publications Committee) and attend occasional meetings with IFoA Executive staff and the publisher.
- Liaise with the publisher with regard to any publisher-led initiatives and activities applicable to the journal.

Production

- Understand the requirements of the production schedule and ensure all deadlines are met, liaising with the IFoA Executive on operational matters.
- Co-ordinate and deliver on workload with Assistant Editors and Co-Editors, including evaluating, editing, approving and signing off articles and transcripts.
- Liaise with IFoA Executive staff and publisher as required over requests/queries from authors.
- Liaising with the Editor of the Annals of Actuarial Science as required, e.g. regarding publication suitability of papers.

Promotion and dissemination

- Liaise with IFoA Executive staff and the publisher to deliver promotional materials and campaigns.
- Provide promotional text as required, e.g. for newsletters or articles in the Actuary.
- Attend occasional events in editorial role e.g. IFoA conferences.
- Work with the IFoA and CUP to help promote the journal through various marketing channels including online and in person via attendance at conferences and seminars.

The Editor will be required to be a Member of

- The British Actuarial Journal Editorial Board (c6 meetings pa)
- The IFoA Publications Committee (2 meetings pa).

Remuneration and Time Commitment

This is a remunerated role, with the Editor operating as a self-employed contractor on a non-exclusive basis. The fee payable is £3700 (annual payment following submission of invoice) for delivery of agreed outputs per journal volume published. Full details will be laid out in the contract and schedule of services.

The timing of the work is subject to any deadlines arising from the publication process and associated activities. Editorial work is ongoing throughout the year; as a guide, the time commitment is expected to be the equivalent of 15 days per year.

c6 editorial team meetings are held per year (1 hour each) via conference/video conference call.

Tenure

This is a three year appointment in the first instance, subject to delivery of agreed outputs as per contract; it may be renewed for a further three years.

Point of Contact

The Editor will liaise with the IFoA Library & Publications Manager (key contact) and the Knowledge & Publications Assistant, and will report progress to the IFoA Publications Committee.