## DETAILED EDITOR DESCRIPTION

## Magazine activities Responsibilities and skills:

## Personal skills

* Leadership skills and the ability to be diplomatic and fair. Being a team player is of paramount importance
* **Critical thinking** -- using logic and reasoning to identify and manage alternative solutions, conclusions or approaches to problems
* Identifying and managing potential conflicts of interest on behalf of SIAS/IFoA
* **Time management** -- managing one's own time to meet deadlines yet maintain flexible approach
* Strong networking skills with external contacts/potential leads at industry events
* Ability in raising the profile of the magazine

## Editorial skills

* Agreeing the layout, appearance and content of feature articles
* Attending regular meetings/conference calls for generating ideas for features with respective editors
* Proofreading all editorial pages before going to press; therefore excellent grammar and spelling skills, accuracy and an eye for detail are strong requirements
* At particularly busy times and towards a deadline, the editor may need to work irregular hours, including evenings and weekends, and therefore the ability to work effectively under pressure is a necessity.

**Responsibilities**

* Understanding the requirements of the timetable and ensuring all deadlines are met
* Ultimate responsibility for all editorial content of the magazine
* Ultimately reports to the SIAS Actuary Convenor
* Ensuring that there is a suitable balance of material for the magazine to meet the needs of the members (keeping in mind that the magazine is independent of the Institute and Faculty of Actuaries, its president and the Institute and Faculty of Actuaries’ operational staff)
* Seeking to encourage healthy independent debate in the magazine, which is reflective of the views of the readers
* Appointing the Editorial Team (currently comprises a strong team of experienced publishing staff and specialist editors) and responsible for ensuring that this team delivers all editorial content for the magazine
* Writing a monthly editorial for the magazine and collating the letters page(s)
* Resolving any disputes that may arise in relation to the magazine and its contributors and/or readers
* Attendance at the Editorial Advisory Panel (the “EAP”) meetings, production meetings and Management Committee meetings, currently this is one meeting a month in total. These are chaired by SIAS, and also attended by The Institute and Faculty of Actuaries & the publisher. These meetings are intended to review the financial and high-level operational performance of the magazine
* The Editor is advised by the EAP and should bear in mind the EAP’s opinion in all editorial decisions made in relation to the magazine
* The Editor can also use SIAS as a sounding board for any operational issues, and should bear in mind SIAS’s opinion regarding any structural/strategic decisions made by SIAS
* The Editor is expected to have a view on the ongoing future of The Actuary, and take an active part in discussions relating to this, whilst keeping in mind SIAS’s opinion
* The Editor would need to have a strong and engaging personality. Strong communication skills are essential, and this role is likely to suit someone who has a number of years of post-qualification experience
* The Editor is not responsible for production or distribution of the magazine, which falls to the Profession & SIAS, who appoint a publisher
* The publisher appoints a Managing Editor, currently Sharon Maguire, who carries out the day to day management of editorial issues
* At time of writing the current editor has agreed to meet with the Institute and Faculty president at least twice a year to discuss recent and future content and the Profession’s strategic aims. These meetings should be arranged with the Actuarial profession’s magazine representative, currently Barbara Beebee or Alison Jiggins
* The time commitment for an Editor is expected to be 3-5 days a month, with a focus of activity before publication deadlines
* The Editor is usually appointed for a term of two years although an individual is permitted to apply to SIAS for more than one term as editor. If the Editor wishes to step down from the role, appropriate notice will be required (recommended six months) and the outgoing Editor will be expected to assist in the process of appointing their replacement. An honorarium will be paid to the Editor to cover expenses