



Institute
and Faculty
of Actuaries

Task and Person Specification

Editor-in-Chief - Annals of Actuarial Science

Annals of Actuarial Science is the Institute and Faculty of Actuaries' (IFoA's) peer reviewed journal containing theoretical and applied research papers in all areas of actuarial science.

The Editor-in-Chief is responsible for:

- The overall quality, integrity and impact of the journal, helping to define and execute its vision
- Leadership of the editorial board including the management of the two Editors
- Attracting a growing number of high quality submissions to the journal
- Supervising the peer review process via the Scholar One platform.

“Task” and “Person” Specification

“Person” Specification

The Editor-in-Chief should:

- Have a strong track record of publication in international peer-reviewed journals
- Be able to act as an ambassador for the journal and be well known in the international actuarial community with access to the relevant networks
- Have a solid understanding of emerging themes and trends in actuarial science
- Have a good working knowledge of the IFoA research programme, themes and objectives
- Have prior experience of acting as Editor or part of an Editorial team
- Understand the processes and issues involved in meeting publication and production requirements for a world class international journal
- Maintain an understanding of key developments in the academic journal environment, such as Open Access publishing.

“Task” Specification

The Editor-in-Chief will be expected to work with the IFoA Executive and our publishing partner Cambridge University Press to develop and expand the journal and its impact.

Duties will include:

Journal development and strategy:

- Playing an active part in delivering and developing the journal's vision to ensure it reflects and meets the needs of its communities
- Raising the reputation and profile of journal
- Increasing the impact of the journal, including contributing to our progression towards applying for a journal impact factor
- Highlighting subject areas where Associate Editors are required and assisting with appointment
- Developing a programme of themed issues of the journal
- Managing and mentoring the two Editors
- Identifying invited authors and guest editors.

Publishing and production:

- Understanding the requirements of the production schedule, the number of manuscripts required for each part and ensure that all deadlines and requirements are met
- Managing the journal submission, peer review and production processes using ScholarOne
- Reviewing submissions not subject to peer review e.g. book reviews and guest editorials
- Liaising with the Editor of the British Actuarial Journal as required, e.g. regarding publication suitability of papers
- Approving the running order for each journal part.

Communication and marketing:

- Ensuring active and ongoing Editorial Board participation as required, chairing meetings as agreed and developing appropriate communication forums
- Communicating regularly with IFoA Executive staff to ensure the smooth running of the journal
- Providing briefings on journal progress to the IFoA Research and Thought Leadership Board Publications Sub-Committee
- Working 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
- Attending occasional meetings with the IFoA and CUP.

Remuneration and time commitment

This is a remunerated role, with the Editor-in-Chief 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.

The Editor-in-Chief will be required to be a member of:

- The Research and Thought Leadership Board Publications Sub-Committee
- The Annals of Actuarial Science Editorial Board.

Attendance at committee meetings is by conference call and occasionally in person as mutually agreed.

Tenure

The appointment is for an initial term of three years, subject to delivery of agreed outputs as per contract, with the possibility of renewal for a further three years.

Point of contact

The Editor-in-Chief will report to the IFoA Research and Thought Leadership Board Publications Sub-Committee.

Day to day contact for operational and strategic matters will be with the Head of Research and Knowledge and the Library and Publications Manager.

April 2020