



British Actuarial Journal: Co-Editor Role, Task and Person Specifications

The Role

The *British Actuarial Journal* is an online 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.

The BAJ Editorial Board consists of an Editor, two Co-Editors and four Assistant Editors. The role of the Co-Editors is to support the Editor of the journal in the management and production of the journal, maintaining the integrity and reputation of the journal in keeping with the IFoA role as a learned society, and to support the function of the Assistant Editors.

Person Specification

It would be desirable if the Co-Editor:

- has some prior experience of acting as part of an Editorial team;
- has an understanding of emerging themes and trends in actuarial science;
- has a working knowledge of the processes and issues involved in meeting publication deadlines.

The Co-Editor should

- be well organised and able to work to deadlines;
- have an excellent command of the English language, with a solid grasp of grammar and punctuation and the ability to apply the rules to be relevant to a modern audience;
- have a strong attention to detail and the ability to follow and apply editorial guidelines;
- be able to work with selected IT programmes;
- be approachable and collaborative;
- have a working knowledge of the actuarial profession and IFoA research.

Task Specification

The Co-Editor of *British Actuarial Journal* will be asked to complete the following tasks as a member of the Editorial Board:

Production

- Understand the requirements of the production schedule and ensure all deadlines are met.
- Co-ordinate and deliver on agreed outputs with the Editor and Assistant Editors, including editing and approving papers, articles and sessional meeting transcripts (which includes those delivered online).
- Review and edit draft transcripts edited by Assistant Editors.
- Alert Editor to any areas that warrant further review.
- Provide feedback to Assistant Editors on any common themes picked up as part of editing.
- Assist with the development and implementation of editorial guidelines.

Communication, Meetings, Committees and Events

- Communicate regularly with the Editorial Board and IFoA executive staff to ensure smooth running of the Journal.
- Participate in editorial team meetings (conference calls).

Remuneration and Time Commitment

This is a remunerated role, with the Co-Editor operating as a self-employed contractor on a non-exclusive basis. The fee payable is £1800 (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 12 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 Co-Editor will liaise with the IFoA Research and Knowledge team and Editor, and will report progress and highlight any recommendations to the editorial team.

September 2020