

Job title	British Dental Journal Editor
Report to	Editor in Chief of the BDJ Portfolio
Department	Marketing Communications
Directorate	Business Services Directorate
Grade	Advisor/ AM2

JOB DESCRIPTION

OBJECTIVES OF JOB

To provide editorial oversight and the timely, quality production of the BDJ.

The role of British Dental Journal Editor supports the steady flow of published content, manages the peer review of manuscripts under consideration by the journal, closely collaborates with the Publisher to drive the BDJ's strategic development, and serves as an advocate for the BDJ and the BDJ portfolio.

The Editor will work routinely with Springer Nature on journal development with the goal of furthering the journal's impact and reach while advancing the field of dental and oral health research.

As the BDA's flagship journal, this role also has a profile within the dental profession and trade, and as such, has responsibility for the BDA's reputation as a professional membership body and scientific society.

MAIN DUTIES & RESPONSIBILITIES

Alongside the Journal's Associate Editors, the Editor will exercise control of the editorial development and content of the BDJ and oversee the application of high editorial standards to all published contributions.

- Screen and manage submissions through the peer review system in a timely manner to meet our turnaround time targets, with the support of the editorial team.
- Write and commission content for the journal on topics of interest, in line with strategic and development goals.
- Support editorial excellence by ensuring content adheres to Springer Nature editorial policies, promptly informing the Publisher of any resulting issues, and taking steps to resolve these as appropriate.
- Adhere to standards of editorial good practice, as defined in the Publisher's Code of Conduct for journal Editors. The Code is based on guidelines and best practice recommendations issued by organisations such as the Committee of Publication Ethics (COPE).
- Identify and appoint Associate Editors and editorial board members to provide both international representation and diverse expertise, in consultation with the Publisher.

- Work with the editorial team to generate ideas for BDJ themed issues and to select guest editors, who shall be responsible for commissioning this content.
- Select content for CPD and writing suitable questions.
- Alongside the Publisher, promote the journal at relevant meetings, conferences, press launches and other events, both online and in person, within the appropriate scientific communities.
- Support ongoing steps to improve and promote ongoing diversity and inclusion to help ensure the journal is reflective of the global community that it serves.
- Participate in Springer Nature's transfer service by offering the transfer option, where appropriate, to authors whose manuscripts have been rejected by the BDJ, and considering manuscripts received through the transfer service.
- Participation in regular meetings with the BDA and the Publisher, as well as meetings with the Associate Editors and editorial board, to discuss the ongoing development of the BDJ and to set and accomplish journal development goals.
- Stay up to date with UK and international dental developments, research, issues, and priorities, to ensure the BDJ continues to publish nationally and internationally relevant and diverse content.

PERSON SPECIFICATION

The following skills and attributes are essential for the role

- Proven and demonstrable experience in the academic publishing sector
- Proven and demonstrable experience of involvement in journal innovation
- A Bachelor of Dental Surgery (BDS) or equivalent dentistry degree
- Management experience of leading, inspiring, and managing a team
- Strong organisational skills including the ability to prioritise
- Strong time and self-management skills with the ability to work and advise across multiple workstreams
- High level communication and interpersonal skills and the ability to liaise effectively and authoritatively with stakeholders
- The ability to oversee the work of a team, whilst independently working against individual objectives.

The following skills and attributes are desirable for the role

- An understanding of UK dentistry
- Familiarity with the workings of a professional membership association
- Proficient with Microsoft Office.