### 1. Role title and reference.

**Journal Editor-in-Chief**  
**Current Vacancy**  
**Journal Editor-in-Chief (Environmental) for Process Safety and Environmental Protection**

### 2. Background

**The Purpose of the Journal Editorial Board**  
The Journal Editorial Board comprises of volunteers with expertise in the topics covered by the relevant peer-reviewed academic journal owned by IChemE and published in partnership with Elsevier. The Journal Editorial Board members oversee the peer review process and make decisions on suitability of papers for publication. The Journal Editor-in-Chief leads the Journal Editorial Board.

### 2. Main duties and responsibilities

**The Principal Responsibilities and Duties of the Journal Editor-in-Chief**  
The Journal Editor-in-Chief is expected to lead or co-lead the editorial board of one of IChemE’s peer-reviewed journals. The role of Editor-in-Chief may be a single person or where journal topic coverage dictates, two Editors-in-Chief may be appointed. These are:  
*Chemical Engineering Research and Design*  
*Education for Chemical Engineers*  
*Food and Bioproducts Processing*  
*Process Safety and Environmental Protection*  
*Sustainable Production and Consumption*  
The Editor-in-Chief is expected to work closely with members of the journal’s editorial board, IChemE publishing staff and key suppliers. The role involves collaboration with experts from multiple disciplines (both within chemical engineering and beyond) to benefit society and/or advance the science of chemical engineering and related disciplines through the journal.

**Strategic leadership**
- Lead editorial direction of the journal in a fair and ethical manner.  
- Provide leadership on journal development in collaboration with the journal’s editorial board and IChemE staff.

**Operations**
- Make journal development decisions in consultation with other members of the editorial board, IChemE staff and key suppliers.  
- Actively engage members and non-members with the journal.  
- Support the other journals published by IChemE as appropriate.  
- Pre-screen manuscripts submitted to the journal, though this may be delegated to suitably qualified members of the editorial board as appropriate.
- Provide a ‘second opinion’ with authority to make a final decision as and when needed.
- Assist with progressing journal submissions that have not progressed to decision in a timely manner.
- Provide input when disputes and ethical matters arise.
- Periodically review the journal’s aims and scope to ensure coverage remains relevant.
- Periodically review the journal’s editorial board membership to ensure diversity and adequate combined knowledge to represent all topics covered by the journal.
- Make decisions related to the journal special issues publication schedule.
- Chair scheduled journal editorial board meetings with secretarial support from IChemE staff.
- Chair additional journal editorial board meetings at appropriate conferences as opportunity arises.
- Attend the journals Editors-in-Chief meeting.
- Actively promote the journal.
- Provide input to other IChemE activity as required.
- Contribute to the Editor-in-Chief and Editorial Consultant appointment process.
- Work closely with the other Editor-in-Chief (when the role is shared) and IChemE staff to develop the journal.
- Nominate journal papers for the IChemE publication medals.
- Make an annual report to the IChemE Learned Society Committee.

**External Relations**

- Provide input on strategic decision making related to suppliers.

**Additional information**

The role of Editor-in-Chief is an unpaid position, but reasonable expenses can be covered.

The above list is indicative only and not exhaustive. The Editor-in-Chief will be expected to perform all such additional duties as are reasonably commensurate with the role.

### 3. Appointment method

The Editor-in-Chief is elected by a panel comprising existing Editorial Consultants and Editors-in-Chief.

### 4. Period of appointment

The Journal Editor-in-Chief is normally appointed for a term of five years. The Editor-in-Chief may be appointed for a second term but cannot serve more than two consecutive terms in the role.

### 5. Commitment required

- There is a requirement for a minimum of 2 to 3 hours of time to be dedicated to the journal per week. This time is used to fulfil the main duties and responsibilities as set out above.
- Journal editorial board meetings usually take place once a year. Journal editorial board meetings are held online and usually last for 60 to 90 minutes. The online nature of these meetings enables the Editor-in-Chief to fit meetings around existing commitments. Timing of meetings is often set to accommodate editors in different parts of the world.
- The Journal Editor-in-Chief meets with other IChemE Editors-in-Chief, Editorial Consultants, IChemE staff and key stakeholders once a year. Meetings should be attended in person wherever possible. These meetings usually require half a day’s commitment (excluding travelling time).
- Additional meetings will take place as and when specific matters arise.

### 6. Training
A new Journal Editor-in-Chief will receive induction from the immediate past Journal Editor-in-Chief and publishing staff as required.

### 7. Person specification

The Editor-in-Chief must fulfil the following criteria:

- Recognised as a world leader in the key topic areas of the journal.
- Normally be a professionally qualified member of IChemE.
- Normally have previously served as a journal editorial board member though this need not have been for an IChemE journal.
- Have practical experience and an understanding of the journals publishing process, not restricted to the IChemE journals.
- Have an interest in innovation and developments in the journals publishing industry.
- Demonstrate an understanding of and support for IChemE’s journals publishing activity and more widely IChemE’s Learned Society activity.
- Show commitment to further the development of the journal in accordance with the knowledge strategy agreed by the Board of Trustees.
- Show commitment and enthusiasm for the role.

### 8. Others

N/A

### Additional details

**More Information and application form**

Catherine Cliffe  
Managing Editor  

[ccliffe@icheme.org](mailto:ccliffe@icheme.org)  
https://www.icheme.org/knowledge/journals/