

Journal Editor-in-Chief Volunteer Role Description

1. Role title

Journal Editor-in-Chief

Current vacancy

Editor-in-Chief for *Sustainable Production and Consumption*

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 (if the role is shared) the Editorial Board of *Sustainable Production and Consumption*. The Journal is owned by IChemE and published in partnership with Elsevier.

The Editor-in-Chief is expected to work closely with members of the Journal's Editorial Board and IChemE and Elsevier publishing teams. The role involves collaboration with experts from multiple disciplines related to the scope of the Journal to advance the science and benefit society.

Strategic leadership

- Provide leadership and ensure that the Journal remains a global leader in multidisciplinary and interdisciplinary research and application
- 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 publishing team.

Operations

- Pre-screen manuscripts submitted to the Journal and make prompt decisions
- Oversee decisions made by other Journal editors and make final decisions
- Assist with progressing Journal submissions that have not progressed to decision in a timely manner
- Make decisions on proposed special issues and on the publication schedule of completed special issues
- Provide input and make decisions if 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 competently all topics covered by the Journal
- Chair annual Journal Editorial Board meetings with secretarial support from IChemE staff
- Chair additional Journal Editorial Board meetings at appropriate conferences as opportunity arises
- Actively promote the Journal
- Nominate Journal papers for the IChemE annual publication medals
- Nominate top reviewers for acknowledging their contribution to the Journal
- Attend annual meetings of IChemE journals' Editors-in-Chief (online)
- Make an annual report to the IChemE Learned Society Committee with help from Journal Manager.

Additional information

The role of Editor-in-Chief is a voluntary, unpaid position.

The above list is indicative and is not exhaustive. The Editor-in-Chief is expected to perform additional duties which are reasonably commensurate to the role, subject to consultation and due notice.

3. Appointment method

The Editor-in-Chief is selected by a panel comprising the Journal's existing Editor-in-Chief, IChemE Director of Learned Society and Managing Editor.

4. Period of appointment

The 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

- This role requires a commitment of around two hours per day to fulfil the main duties and responsibilities as set out above. This time is indicative and can be higher or lower, depending on the volume of submissions and other related activities, and could be reduced if the role is shared between co-Editors-in-Chief.
- Editorial Board meetings usually take place once a year and are held online, lasting up to 1.5 hours. However, if an opportunity arises, meetings may be held in person, in agreement with Editor-in-Chief and IChemE team, noting that external funding must be available to cover the costs of in-person meetings, unless specified otherwise.
- The Editor-in-Chief meets with other IChemE Editors-in-Chief once a year. These meetings are held online and usually last 2.5 hours.
- Additional meetings may take place as and when specific matters arise.

6. Training

A handover period of two months is envisaged, during which the newly appointed Editor-in-Chief will 'shadow' the immediate past Editor-in-Chief to become familiar with the Journal's procedures and processes. Further training will be provided by IChemE publishing team if required.

7. Person specification

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

- Be recognised as a world leader in their field, which will be within the key topics covered by the Journal
- Have a multidisciplinary educational background and proven track of multidisciplinary publications, ideally combining engineering/natural sciences with social sciences/humanities
- Have previously served as a Subject Editor of this Journal or another multidisciplinary journal with demonstrable good editorial track record
- Show strong commitment to furthering the success and development of the Journal
- Show strong commitment and enthusiasm for the role
- Be well organised and respond quickly to the demands of the Journal
- Have practical experience and an understanding of the journals publishing process
- Have an interest in innovation and developments in the journals publishing industry

8. How to apply

Please use the “apply now” button on this advert and attach a document including the following with your application:

- **Biographical details** (no more than 200 words)
Please demonstrate clearly your multidisciplinary background and experience.
- **Personal statement** (no more than 300 words)
This should be written in the first person. Please outline the skills and experience you would bring to the Editor-in-Chief role and summarise your contributions as an Editor of this and/or other journals.
- **Your vision for Sustainable Production and Consumption** (no more than 300 words)
Please outline any suggestions for improvement that you would like to implement if appointed to this role. Describe how you, as Editor-in-Chief, might contribute to achieving this vision.

Additional details

More Information

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<https://www.icheme.org/knowledge/journals/>

<https://www.sciencedirect.com/journal/sustainable-production-and-consumption>