

THE NUTRITION SOCIETY ROLE SPECIFICATION

Job Title: Editor-in-Chief of *Public Health Nutrition (PHN)*

Reports To: Honorary Publications Officer

INTRODUCTION

Public Health Nutrition (PHN) is an international peer-reviewed forum for the publication and dissemination of research and scholarship aimed at understanding the causes of, and approaches and solutions to, nutrition-related public health achievements, situations and problems around the world. The journal publishes original and commissioned articles, commentaries and discussion papers for debate. The journal is of interest to epidemiologists and health promotion specialists interested in the role of nutrition in disease prevention; academics and those involved in fieldwork and the application of research to identify practical solutions to important public health problems.

The day-to-day role of the Editor-in-Chief (EiC) involves overseeing the progress of submitted manuscripts, beginning with an initial assessment, through to final acceptance (or rejection); this task is shared with members of the Editorial Board.

Most of the work is carried out online, and communication with the editorial team is generally by email. An Editorial Board meeting is held annually. The time commitment is partly determined by the number of manuscripts submitted but, overall, requires an average of around eight hours per week, and the work is varied and interesting. The EiC will also serve on the Publications Committee of the Nutrition Society, which meets twice a year, and attend the Cambridge University Press Business and Strategy Meetings, which is an additional two meetings per year.

As a long established journal that has recently transitioned to open access, the Trustees of the Nutrition Society are seeking a new EiC who can further advance PHN's reputation and standing as a gold open access journal, while maintaining its relevance to academia and nutritional science.

Applications are invited from individuals with a distinguished record in research and publication; and the skills and experience to work actively with dedicated publications staff in the management of the Journal and the relationship with the publisher. The EiC will have an extensive knowledge of, and an established reputation in, the field of nutrition together with previous editorial experience.

Applicants need not be based in the UK.

Please see the links below to the Journal's page on the Nutrition Society's website, and online with Cambridge University Press.

<https://www.nutritionociety.org/publications/public-health-nutrition>

<https://www.cambridge.org/core/journals/public-health-nutrition>

PURPOSE OF ROLE

- 1) Leading all aspects of publication associated with maintaining PHN as a premier international journal
- 2) Ensuring PHN maintains and develops its reputation to publish high level scientific content

KEY ACCOUNTABILITIES

- 1) Editorial responsibility for the Journal and its scientific content and quality;
- 2) Maintenance of a high level of quality in the editing process with respect to the scientific content, and application of ethical and scientific standards of objectivity;

ROLE CONTENT

- 1) Work with the Cambridge University Press publications staff, the other journal editors, Nutrition Society staff, and Nutrition Society members to maintain and extend the reputation of the journal;
- 2) Maintain and recruit, in conjunction with Cambridge University Press publications staff and Nutrition Society staff, a high-quality editorial board;
- 3) Make decisions and provide feedback to authors in conjunction with Editorial Board;
- 4) Have ultimate responsibility, working closely with Cambridge University Press publications staff, to maintain efficient operating standards and reasonable review times;
- 5) Conduct and Chair the annual meeting of the Editorial Board, as appropriate;
- 6) Maintain regular communications with individual members of the Editorial Board, the Nutrition Society staff and the Cambridge University Press publications staff;
- 7) Prepare necessary reports for the Publication Committee;
- 8) Attend the biannual 2-day Publications Committee and Publisher's Business/Strategy meetings; and other meetings of the Publications Committee as and when required.

SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL	DESIRABLE
<ol style="list-style-type: none">1) Strong record of publications in the nutrition field in peer reviewed academic journals;2) Willing to engage with and support the publications staff;3) Able to function under pressure and to strict deadlines;4) Previous editorial experience, especially in a decision-making capacity;	<ol style="list-style-type: none">1) Tenured faculty member of an accredited University or Research Institute;2) International reputation in nutritional science

5) Member of the Nutrition Society.	
TERM	RESOURCES
The Editor-in-Chief will serve a three-year term which is renewable for a second three-year term by mutual agreement with the Nutrition Society Trustees.	The Editor-in-Chief will receive an annual Honorarium.

APPLICATION PROCEDURE

Candidates interested in this position should prepare:

- 1) A cover letter (maximum of one side of A4) outlining their interest in the position and priorities for PHN;
- 2) A CV (maximum of four sides A4) that should include the following: a summary of the qualifications of the applicant, prior editorial and/or publishing experience, and research in any areas of nutritional science.

Applications should be addressed to office@nutrition society.org by the closing date: 19 September 2022