

## Role Description

**Title:** **METHODOLOGIST (Academic Journal Guide)**

**Report to:** The AJG Co-editors

**Role Summary:** The AJG has a global reach and its purpose is to support academics and Deans in the navigation of the research environment and its complexity, through the provision of robust evidence informed information and data. It provides details on a wide range of journals, stretching across fields that are either central or salient to Business and Management studies where academics may seek to publish their research.  
<https://charteredabs.org/academic-journal-guide>

The Methodologist of the Academic Journal Guide will be an experienced and respected academic researcher in the broad fields of Business and Management working at Professorial level with knowledge of journal metrics and skills in data analysis and the preparation of datasets from different sources.

The primary responsibility of the Methodologist is to lead the complex methodological processes for the AJG, ensure alignment with ethical standards, and contribute to innovation in methodological approaches where relevant. They will work closely with the Chartered ABS team to prepare the metrics datasets used in the AJG assessments and be responsible for quality assurance to ensure these are comprehensive and accurate.

### KEY RESPONSIBILITIES:

1. Working for the Chartered ABS to provide oversight and quality assurance of the production of the metric-based datasets which inform the peer review process for the AJG in accordance with the agreed methodology.
2. Identifying and resolving any discrepancies related to data within the AJG including, but not limited to, discontinued or merged journals.
3. Working closely with and reporting to the Co-editors to provide and deliver a final accurate version of the AJG ready for publication by the Chartered ABS within an agreed timescale, identifying amendments where necessary.
4. Where necessary, assist the Chartered ABS in responding to queries from publishers and the academic community in relation to the AJG.
5. Attend meetings of the Scientific Committee and maintain regular contact both with members of the Scientific Committee and with the Chartered ABS between meetings if needed.

6. Attend project meetings with other members of the editorial team which will be more frequent during the assessment period.
7. Provide progress updates to the Chartered ABS and respond to queries.
8. Exhibit diplomacy when engaging with AJG stakeholders and keep confidential information related to AJG decisions.

#### **TERMS OF APPOINTMENT:**

This role will receive a modest honorarium payment.

The term length will be for three years which will cover the production of the next edition of the AJG. Following review after the first term there will be an option to renew for an additional three years to cover the production cycle of another edition of the AJG. The total tenure length will not exceed two terms but some flexibility may be permitted to facilitate transition between the outgoing and in-coming methodologist.

## Person Specification

	SELECTION CRITERIA
<b>QUALIFICATIONS</b>	Professorship
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience in analysing citation metrics and ability to suggest alternative analysis approaches.
	A commitment to evidence-based decision-making (qualitative and quantitative) and research governance.
	An experienced Professor with significant experience on editorial boards of leading Business and Management journals and/or relevant advisory panels.
	A demonstrable reputation for acting with fairness, independence, and a commitment to high ethical standards.
	Evidence of significant contributions to the Business and Management community such as editorial or learned society roles at senior level, academic honours/prizes/fellowship.
	A strong track record of leadership at senior level within the broad field of Business and Management studies, with the ability to convene and support expert panels.
	Understanding of research impact and expertise in a wide range of research methods, including qualitative.
	Experience of working collaboratively within governance structures or equivalent (editorial boards/advisory boards etc).
<b>SKILLS</b>	A collaborative, constructive approach to committee work and consensus-building.
	Capacity to analyse complex issues and integrate evidence among and between disciplines.
	Commitment to transparency, inclusivity, and methodological rigour.
	Strong project management skills.
	Strong leadership and communication skills.

	Commitment towards promoting equity, diversity, and inclusion within the Business and Management field; commitment to upholding research integrity, methodological rigour, responsible conduct and transparent governance.
--	--