

Role Description

Title: **CO-EDITOR (Academic Journal Guide)**

Report to: The AJG Management Committee

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>

There will be two Co-editors of the AJG and you will be expected to work together as a team.

The Co-editor will play a key leadership role in managing the AJG review cycle and ensuring the delivery of a credible, high-quality guide to journal quality in Business and Management.

Appointed by the Chartered ABS with oversight from the AJG Management Committee, the Co-editor will be a respected and experienced academic working at senior Professorial level. The Co-editor will have a strong and established track record of research expertise and offer a deep understanding of journal publishing, metrics, and emerging trends.

Working closely with the Chartered ABS, and with oversight from the AJG Management Committee and its Chair, the Co-editor is responsible for ensuring that Chartered ABS and AJG processes, methodology, and governance are robust, transparent, and consistently applied.

The Co-editor role includes co-leading the appointment and engagement of a diverse and high-calibre Scientific Committee and overseeing the AJG's development from planning through to publication.

KEY RESPONSIBILITIES:

1. Line manage the Methodologist of the AJG and ensure they provide adequate support and quality assurance for any data analysis work carried out by the Chartered ABS.
2. Reviewing and setting the methodology for each AJG review cycle, for approval by the AJG Management Committee. The methodology forms the basis of the review guidelines issued to the Scientific Committee.
3. Ensuring that the AJG review process is carried out in accordance with the methodology and review guidelines.
4. Working with the Methodologist and the Chartered ABS team to provide an accurate version of the AJG, identifying amendments where necessary prior to publication.
5. Ensuring that new editions of the AJG are published according to the schedule set by the Chartered ABS.
6. Where necessary, assisting the Chartered ABS in responding to queries from publishers and the academic community in relation to the AJG.
7. Supporting the Chartered ABS in developing and delivering new innovations to the AJG in accordance with plans approved by the Management Committee.
8. Ensure that the AJG assessment cycle is documented comprehensively and consistently so that the Chartered ABS is able to audit the process.
9. Help facilitate meetings of the Scientific Committee and maintain regular contact with members of the Scientific Committee between meetings.
10. Attend project meetings with other members of the editorial team which will be more frequent during the assessment period.
11. Meet with the Chartered ABS and Chair of the AJG Management Committee to provide updates and respond to queries.
12. Attend meetings of the AJG Management Committee and provide progress reports, as a co-opted non-voting member.

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 outgoing and in-coming Co-editors.

Individuals who are journal editors/currently serve on a journal editorial board, or who hold a senior position within a learned society or scholarly association that oversees or promotes that society's journals, would not normally be expected to continue in those roles while serving as an AJG Co-editor.

A transitional period will be permitted to enable successful applicants to step down from such roles before assuming the position of Co-editor.

Person Specification

	SELECTION CRITERIA
QUALIFICATIONS	Professorship
EXPERIENCE AND KNOWLEDGE	Experienced Professor with significant experience (e.g. Editor-in-Chief) on editorial boards of leading Business and Management journals and/or relevant advisory panels.
	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.
	Experience of working collaboratively within governance structures or equivalent (editorial boards/advisory boards etc).
	Experience in a senior management role with responsibility for research within a business school.
	Extensive experience of leading/convening/chairing panels of research experts in the Business and Management field.
SKILLS	A collaborative, constructive approach to committee work and consensus-building.
	A commitment to evidence-based decision-making (qualitative and quantitative) and research governance.
	Capacity to analyse complex issues and integrate evidence among and between disciplines.
	Ability to interpret data, including journal metrics.
	Project management/leadership skills.
	Understanding of research impact.
	Effective, clear and demonstrable written and oral communication skills.

	Highly developed organisational skills, careful, accurate working practices and attention to detail.
	Excellent negotiating and problem-solving skills.
	Ability to work under pressure to meet targets and deadlines.
	Ability to work proactively as part of a team.
	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.