# Role description

**Post title:** JIL – Managing Editor

**Main role / Job purpose**

The role holder will be responsible for taking a lead in the peer review process and day-to-day administration of the Journal of Information Literacy.

JIL is an international, peer-reviewed, open access academic journal that aims to investigate information literacy (IL) within a wide range of settings. JIL is the journal of the CILIP Information Literacy group.

###### Key responsibilities

1. Set publication dates of the journal and schedule key production dates for each issue.
2. Manage the submission process of articles by authors:
* regularly monitor submissions to the journal
* review new submissions and evaluate whether they are relevant to the journal
1. Ensure the smooth running of the peer review process by:
* maintaining a list of good quality reviewers on OJS
* allocating articles to peer reviewers and providing prompts when required
* co-ordinating the responses of the peer reviewers
* liaising with authors as appropriate
* with the Editor-in-Chief and Production Editor, maintain and update the ‘Articles in progress’ spreadsheet.
1. Assist the Editor-in-Chief lead the JIL Operational Team by:
* developing job roles
* assisting in the selection & training of operational team members
* co-ordinating the work of the Production Editor
* with the Production Editor monitor progress of each issue
* ensuring timely & clear communication between team members through regular liaison with the Editor-in-Chief, Production Editor, Book Editor, Copy-editors, and Digital Communications Officer.
1. Contribute to the provision of regular reports, with the Editor-on-Chief, to the CILIP Information Literacy group.
2. Organise Editorial Board Meetings:
* agree dates and times of meetings (held twice a year)
* through liaison with the Chair of the Board develop the agenda
* prepare and share reports and updates
* take the minutes of the meeting and distribute them in a timely fashion.
1. Manage OJS including:
* liaise with the contact at Loughborough University Library (who host the journal) regarding upgrades and any issues that arise
* maintain and update details of the journal and Editorial Board on OJS
* configuration of systems options, for example revising review forms, editing default emails and managing users accounts.
1. Manage the journals email account, including:
* regularly monitoring the email box of the journal
* answering of/or forwarding queries to members of the operational team and Board.
1. Manage the journals Google drive, including:
* provide members of the operational team and Board access to the appropriate folders
* upload supporting documentation
* weed as appropriate.

###### Knowledge & Experience

The role holder will have an understanding of the peer review process and have the ability to manage large scale projects.

###### Time commitment

Three to four hours a week with additional commitment prior to publication in December and June, and in preparation for Editorial Board Meetings in January and June. Plus attendance at the Editorial Board Meetings in January and June.

###### Person Specification (qualifications, skills, knowledge and experience) for the post of: JIL – Managing Editor

|  |  |  |
| --- | --- | --- |
| **Job related knowledge, aptitude and skills** | **Requirements** | **Essential or desirable** |
| Knowledge | Be able to demonstrate an awareness of current information literacy issues | Essential |
| Skills | Excellent oral and written communication skills. | Essential |
| Skills | Project management | Desirable |
| Experience | Experience of managing a team | Desirable |
| Experience | Author of articles or equivalent, e.g. blog posts | Desirable |
| Experience | Working on a team who publishes a journal | Desirable |
| Experience | Experience of using OJS or another publication tool | Desirable |
| Experience | Experience of working in a library or related service area | Desirable |
| Membership of professional association | Professional accreditation such as MCILIP | Desirable |