



British Actuarial Journal: Assistant Editor Role, Task and Person Specifications

The Role

The *British Actuarial Journal* (BAJ) is an online, Open Access publication which contains current practitioner research and discussion on actuarial topics. It acts as the platform for outputs from the Institute and Faculty of Actuaries' Sessional Research programme, including papers and transcripts of discussions, and other selected papers of interest to practitioners.

The BAJ Editorial Board consists of an Editor, two Co-Editors and four Assistant Editors. The role of the Assistant Editors is to assist the Editor and Co-Editors in the reviewing and editing of the journal in order to assure the integrity of the journal and the accuracy and quality of the paper submissions.

Person Specification

It would be desirable if the Assistant Editor:

- has a working knowledge of the processes and issues involved in meeting publication deadlines; some experience of acting as part of an editorial team in any context would be advantageous but is not a requirement.
- has an understanding of emerging themes and trends in actuarial science.

The Assistant Editor should:

- be well organised and able to work to deadlines;
- have an excellent command of the English language, with a solid grasp of grammar and punctuation and the ability to apply the rules to be relevant to a modern audience;
- have a strong attention to detail and the ability to follow and apply editorial guidelines;
- be able to work with selected IT programmes;
- be approachable and collaborative;
- have a working knowledge of the actuarial profession, and IFoA research, and the ability to apply this in the context of reviewing and editing content.

Task Specification

The Assistant Editor will be asked to complete the following tasks as a member of the Editorial Board:

Production

- Review and edit allocated papers, articles and transcripts (which includes those delivered online).
- Understand the requirements of the production schedule and ensure all deadlines are met.
- Co-ordinate and deliver on agreed outputs with the Editorial Board and IFoA executive staff.
- Liaise with the Co-Editors and alert them to any areas that warrant further review.

Communications, Meetings, Committees and Events

- Communicate regularly with the Editorial Board and IFoA executive staff to ensure smooth running of the Journal.
- Participate in editorial team meetings (conference calls).

Remuneration and Time Commitment

This is a remunerated role, with the Assistant Editor operating as a self-employed contractor on a non-exclusive basis. The fee payable is £910 (annual payment following submission of invoice) for delivery of agreed outputs per journal volume published. Full details will be laid out in the contract and schedule of services.

The timing of the work is subject to any deadlines arising from the publication process and associated activities. Editorial work is ongoing throughout the year; as a guide, the time commitment is expected to be the equivalent of 8 days per year.

c6 editorial team meetings are held per year (1 hour each) via conference/video conference call.

Tenure

This is a three year appointment in the first instance, subject to delivery of agreed outputs as per contract; it may be renewed for a further three years.

Point of Contact

The Assistant Editor will liaise with the IFoA Knowledge Management team, BAJ Co-Editors and BAJ Editor.

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