Institute and Faculty of Actuaries

Editor, *Annals of Actuarial Science:* Task and Person Specification

The role

Annals of Actuarial Science (AAS) is the Institute and Faculty of Actuaries' peer reviewed journal, containing theoretical and applied research papers in all areas of actuarial science. It is an online only, Gold Open Access journal, publishing three issues per year. The AAS Editorial Board currently consists of an Editor-in-Chief, two Editors, nineteen Assistant Editors and four Advisory Board members.

The role of the two Editors is to assist and support the Editor-in-Chief in the management and production of the journal, maintaining the integrity and reputation of the journal in keeping with the IFoA role as a learned society. The Editors manage the peer review process for manuscripts submitted to AAS. They will be expected to contribute to the strategic development of the journal, and to take a proactive role in promoting the journal.

Person specification

The Editor must:

- Have published significantly in peer reviewed actuarial science and/or related journals
- Have a solid understanding of emerging themes and trends in actuarial science and related fields
- Have some prior experience of acting as an Editor or, as part of an Editorial team
- Understand the processes and issues involved in meeting publication and production requirements for a world class international journal
- Have experience of, or be willing to learn about, the broader landscape of academic publishing, including citation metrics, Open Access arrangements, and the challenges and opportunities of the current academic publishing model
- Have an interest in and be willing to work in support of knowledge exchange between the academic community and the IFoA membership.

Tasks and responsibilities

The Editors report to the Editor-in-Chief of the journal and the IFoA Director of Member Value, Brand, Marketing & Communications. In addition, they will work with the IFoA Communities Research team and our publishing partner Cambridge University Press (CUP) to assist in the ongoing delivery and development of the journal.

Duties include:

Publishing and production

- Carrying out processes to manage manuscripts through submission and peer review using ScholarOne (CUP's online manuscript management workflow system)
- Reviewing submitted manuscripts as required

- Understanding the requirements of the production schedule and ensuring that all deadlines and requirements are met
- Identifying potential peer reviewers
- Reviewing submissions not subject to peer review, e.g., guest editorials
- Occasionally writing guest editorials and guest editing special issues, if/as/when required.

Journal development and strategy

- Facilitating delivery and development of the journal's 'product vision' and strategic development to ensure it meets the needs of audiences and communities
- Contributing to maintaining and/or raising the reputation and profile of the journal
- Periodically, contributing to the recruitment process for Associate Editors.

Other activities

- Contributing to the selection and evaluation process for prize winning papers
- Working with the IFoA and CUP to help promote the journal through various marketing channels, including online and in person via attendance at conferences and seminars
- Promoting the journal through professional networks
- Attending occasional meetings with the IFoA and CUP as required, and an annual Editorial Board meeting
- Deputising for the Editor-in-Chief at meetings and events as appropriate.

Remuneration and time commitment

This is a remunerated role, with the Editor operating as a self-employed contractor on a non-exclusive basis. The fee payable is £1400 (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 12 days per year.

The Editor will be required to be a member of:

- the Annals of Actuarial Science Editorial Board

Attendance at meetings is by online call (default) and occasionally in-person as mutually agreed.

Tenure

This is a three-year appointment in the first instance, which is subject to annual review, renewable for a further three years.

Points of contact

The Editors report to the Editor-in-Chief and the IFoA Director of Member Value, Brand, Marketing & Communications. Day to day contact for operational and strategic matters will be with the IFoA Research & Content Lead.

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