Call for Expressions of Interest

Editor-in-Chief

*Infection, Disease and Health*

**About ACIPC**
The College is the peak body for Infection Prevention and Control professionals in the Australasian region. Our vision is the prevention and control of infection in our communities.

**About Infection Disease and Health**
*Infection, Disease and Health* is the official journal of the Australasian College for Infection Prevention and Control (ACIPC). *Infection, Disease and Health* is the platform for the publication and dissemination of knowledge in the area of infection and disease causing infection in humans. The journal is quarterly and publishes research, reviews, concise communications, commentary and other articles concerned with infection and disease affecting the health of an individual, organisation or population. The original and important articles in the *Infection, Disease and Health* investigate, report or discuss infection prevention and control; clinical, social, epidemiological or public health aspects of infectious disease; health economics, policy and planning for the control of infections; zoonoses; and food hygiene and vaccines related to disease in human health. The audience of the *Infection, Disease and Health* includes researchers, clinicians, health workers and public policy professionals concerned with infection, disease and health.

**About the role of Editor-in-Chief**
The Editor-in-Chief (EIC) is the principal architect of the scientific content and standing of *Infection Disease and Health*. The EIC is an individual of international professional standing in infection prevention and control, well-known and well-regarded in his/her discipline. The EIC must be active in soliciting the best manuscripts for publication. Working with the other editors and staff, the EIC is the arbiter of the content of the journal. Among other functions, the EIC is the journal’s ambassador to the author/editor/reviewer/scientist community. The EIC will be the public voice of the journal and will exercise that voice through appearances on behalf of the journal, through editorials in the journal, and through interactions with scientists and the public. The EIC of the *Infection Disease and Health* will demonstrate the following characteristics of an effective editor:

- High personal/scientific standards
- Highly respected for his/her science
- Active in research
- Previous editorial experience, especially in a decision-making capacity
- Wide knowledge of subject and those working in it
- Liked and highly respected among peers, including international community
- Assume and maintains high ethical and professional standards
- Enthusiastic, energetic and committed
- Excels in interpersonal communications
- Effective and positive communicator
- Ability to create and communicate vision
- Strong time-management skills
- Strong leader, good sense of teamwork
• Ability to work effectively with diverse viewpoints and approaches
• Effectively delegates responsibility
• Respects confidential information
• Cooperative and open-minded
• Effectively resolves misunderstandings
• Firm decision-maker
• Promptly and effectively follows through
• Explores and embraces innovative technologies

Selection criteria
1. Sustained membership of ACIPC and demonstrated professional standing in infection prevention and control
2. PhD in infection prevention and control or a related discipline with postdoctoral experience
3. Demonstrated record of research, scholarship and publication at a national and international level in infection prevention and control
4. Demonstrated record of contribution to the peer review process
5. Demonstrated experience in the leadership of an editorial team
6. Demonstrated experience in use and maintenance of electronic publishing databases and systems
7. Demonstrated effective team leadership, negotiation and sophisticated communication skills
8. Demonstrated ability to deliver key outcomes within a required time frame
9. Demonstrated interpersonal skills and ability to establish and maintain working relationships with key stakeholders, including the editorial team and the wider stakeholder groups.

Application Process
Candidates interested in the position should prepare:
• A cover letter explaining your interest in the position.
• A vision statement for Infection, Disease and Health detailing how under your editorship you will increase its international standing and reputation of during the term of office, to be no more than 1 A4 page in length.
• Brief responses to the Selection Criteria including a statement that addresses your ability to demonstrate the Characteristics of an Effective Editor of no more than 5 pages in total.
• A comprehensive CV detailing your qualifications, activities, prior editorial and/or publishing experience, and research and/or practice.
• Description of the proposed editorial structure for Infection, Disease and Health (e.g., single, collective or collaborative possibilities) and delegation of duties as listed above if appropriate.
• A statement of institutional support from appropriate administrator(s) (e.g., Dean/Director), if relevant.

Please submit your application by email to:

Professor Ramon Z. Shaban
President
Australasian College for Infection Prevention and Control
Email: admin@acipc.org.au
Ph: +617478312668

Applications must be submitted by close of business Friday August 19, 2016.
POSITION DESCRIPTION

Editor-in-Chief

Infection, Disease and Health

Purpose of the role

The Editor-in-Chief will be responsible to the ACIPC Board of Directors for:

- Guiding the overall strategic direction of the journal, in consultation with the ACIPC Board and the Publisher
- Implementing and applying the editorial policies of the journal
- Engaging members of the Editorial Board to solicit and acquire suitable contributions for the journal and undertake the timely review of manuscripts
- Maintaining a high level of quality in the manuscript review and journal editing process
- Providing appropriate and timely communication to authors.
- Adhere and uphold professional publishing standards and codes of conduct.

The Editor-in-Chief’s (EIC) responsibilities

1. Strategic leadership

The EIC will:

- Develop and provide a vision for Infection, Disease and Health, bringing leading edge ideas while building on the heritage of Infection, Disease and Health, taking into consideration the changing world of journal publishing, trends within research publishing in psychology, what competitor journals are doing and online developments – all aimed at maintaining and improving the quality, impact, leading edge reputation and standing of Infection, Disease and Health
- Provide leadership to and support the work of the Editorial Management Team and International Editorial Board
- Communicate regularly with the Publisher, Associate Editors and Editorial Board to discuss specific strategic developments, editorial, production and marketing matters (as appropriate).

2. Journal development and submissions

The EIC will:

- In consultation with the ACIPC Board of Directors and the Publisher, identify and implement strategies to:
  - ensure the continued development of Infection, Disease and Health with a focus on the readership
  - increase citation of Infection, Disease and Health
  - increase the number of quality manuscripts being submitted to Infection, Disease and Health
  - establish policies for authorship and submission as outlined in the instructions for authors
• Keep up-to-date with best practice recommendations for research publishing and publishing ethics, ensuring Infection, Disease and Health is in line with these standards
• Represent and actively promote Infection, Disease and Health amongst colleagues and at conferences in order to generate submissions to the journal
• Encourage the editorial staff to actively solicit suitable manuscripts for Infection, Disease and Health to ensure adequate copy is available for each issue
• Screen all manuscripts submitted for publication to ensure they meet the aims and scope of AP and are appropriate for proceeding to peer review
• Contribute to any amendments or additions to the Author Guidelines to reflect developments in requirements from authors.

3. Manuscript review
The EIC will:
• Allocate relevant contributions to editorial staff to ensure manuscripts are reviewed by at least two persons with appropriate qualifications and experience in the nature of the research
• Monitor the quality and timeliness of the peer review process and adherence to review guidelines
• Undertake the review of manuscripts in situations where the review process has been delayed
• Take appropriate action should a manuscript be found to be plagiarized
• Deal with disputes about editorial decisions as they arise, while involving the relevant editorial staff at all times, and make final recommendation on course of action to be followed, liaising with the Publisher as and when necessary
• Make a final decision on acceptability of manuscripts for publication, taking into account the editorial and peer-reviewer recommendations.
• Provide detailed comments to authors about their research and paper following the review process and whether their contribution has been accepted
• Maintain the integrity and confidentiality of the author’s work during the peer review process
• Support ACIPC and the Publisher in handling complaints and appeals.

4. Production and content
The EIC will:
• Liaise with the ACIPC Board of Directors, the Publisher, editorial staff and members of the International Editorial Board regarding the status of the production of the journal and plans for forthcoming issues
• Determine the ongoing editorial content of the journal, including the subject matter, types of articles, and the order and accuracy of what is published
• Collaborate with the editorial staff on a regular basis, to agree on plans for the form and content of Infection, Disease and Health
• Ensure all contributions accepted for publication conform to the Author Guidelines
• Check page proofs of papers that have been prepared by the Publisher and notify the Publisher of any necessary amendments
• Ensure the development and selection of content for the journal is in line with those standards set by the ACIPC and the Publisher
• Ensure the content of papers meets appropriate ethical guidelines.
5. General duties

The EIC will:

- Appoint members to the Journal’s Editorial board, working closing with the ACIPC Executive to ensure alignment with the strategic direction of the College and the Journal
- Chair a meeting of the Editorial Board at least once per year
- Mentor new members of the editorial team
- Manage ongoing performance of the editorial team
- Adhere to ongoing journal reporting obligations as determined by the ACIPC Board of Directors
- Attend journal management meetings, as required, either in person or via teleconference.

Key performance indicators

The ACIPC Board of Directors and the EIC shall agree from time to time upon key performance indicators, which will be assessed by the ACIPC Executive Management Team in a formal review of the EIC’s performance. The key performance indicators may include increasing the journal’s academic, scholarly and professional standing, review and production processing times and meeting editorial and publication deadlines.

The term of appointment

The term of appointment of the EIC of *Infection, Disease and Health* is an initial appointment of up to three years, with the potential to extend for a further two years.

Remuneration

The EIC shall receive an annual honorarium determined by the ACIPC Board of Directors following annual performance appraisal.

Annual Performance review of the EIC

The EIC, in conjunction with the publisher, shall provide an annual report on the activities of *Infection, Disease and Health* to the ACIPC Board. This report will include, but not be limited to; highlighting achievements, information on the publication, promotion and development of the journal, subscription information, number of ‘hits’ on the journal’s website, and number of article downloads and other issues associated with publishing *Infection, Disease and Health* as requested by the ACIPC Board.