

Job title	Editor in Chief of the BDJ Portfolio
Report to	Associate Director of Marketing Communications
Department	Marketing Communications
Directorate	Business Services Directorate
Grade	HF2

JOB DESCRIPTION

OBJECTIVES OF JOB

The BDJ Portfolio collectively aims to provide information and guidance for dentists, researchers, dental care professionals, and students.

The objective of the role is to direct and oversee the full portfolio of the BDA's journals, serving as a point of contact for Editors and Associate Editors, advocating and working on development goals both at an individual journal and wider Portfolio level.

MAIN DUTIES & RESPONSIBILITIES

The BDJ Portfolio is a key feature of the BDA's benefits of membership and is highly regarded. As such, this role also has a profile within the dental profession and trade which carries reputational responsibility.

- Lead on strategy for the Portfolio in consultation with the Publisher and the BDA, and act as a link between the two organisations.
- Work with the editorial teams to drive the editorial development of the BDJ Portfolio, both at an individual journal and wider portfolio level.
- Serve as a point of contact for the Editors and Associate Editors working on the portfolio assisting with identifying priorities and objectives, coaching and mentoring.
- Ensure editorial excellence of published content by proofreading content, assessing articles from individual journals on an ad hoc basis, and providing advice and guidance as necessary.
- Promote the BDJ Portfolio at relevant meetings and conferences, both online and in person within the appropriate scientific communities.
- Chair Portfolio editorial board meetings and working with the board and Springer Nature to develop portfolio strategy.
- Participate in BDJ, BDJ Open and EBD editorial board meetings, to discuss the ongoing development of these journals and to set and accomplish journal development goals.
- Attending regular meetings with the BDA and Publisher, as well as meetings with the Editors, Associate Editors, and editorial board, to discuss the ongoing development of the BDJ Portfolio, the individual titles, and to set and accomplish journal development goals.
- Working closely with both the BDA and the Publisher and serving as a regular touchpoint between both.

- Liaise with Springer Nature colleagues to develop the BDJ Clinician's Guides book series and review proposals from potential authors.
- Provide relevant reports, as required, on journal performance and development.
- Share advertising leads as appropriate with the Publisher and proofing display adverts scheduled for publication.
- Contribute content to the portfolio on occasion and as appropriate.

PERSON SPECIFICATION

The following skills and attributes are essential for the role

- Proven and demonstrable experience of publishing strategy
- Proven and demonstrable experience in editorial, peer review, and publishing activities related to the publication of dental and oral health research
- Comprehensive knowledge and understanding of the clinical, regulatory and policy aspects of UK dentistry
- Awareness and respect for the political landscape in which the BDA operates
- A strong research and publication record
- Excellent verbal and written communication skills
- Excellent time and resource management skills
- Experience of leading, inspiring, and enabling a team.

The following skills and attributes are desirable for the role

- An understanding of the workings of a professional membership association
- Proficient with the Microsoft Office suite.

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