



Job Description

Job Title: Scientific Editor at Brain Communications

Employer: The Guarantors of Brain

Salary: £36,800 - £41,800 pa depending on experience

Contract: 2 years Fixed-term

Probation: 3 months

Location: hybrid (Cambridge)

Reports To: Dr Manuela Marescotti, Senior Scientific Editor

Working pattern: Full time (38.5 hours/week)

Job Purpose

Brain Communications, one of the two journals of the [Guarantors of Brain](#), is seeking an outstanding Scientific Editor to play a central role in the day-to-day editorial management of the journal.

Reporting to the Senior Scientific Editor, Dr Manuela Marescotti and working closely with the Editor-in-Chief and Associate Editors, the Scientific Editor will ensure the efficient, rigorous, and timely handling of submitted manuscripts while maintaining the highest standards of scientific quality, integrity, and author service, including leading quality control for all manuscripts accepted by the journal to ensure they comply with our standards of scientific rigour.

A key aspect of the role is coordinating the activity of an editorial team comprising PhD students and postdoctoral Editorial Fellows. This team will conduct initial manuscript assessments, provide scientific evaluations and support the editorial process by inviting reviewers. The Scientific Editor will contribute to their recruitment, training, mentoring, workload allocation, and quality assurance.

The Scientific Editor will also support the Editor-in-Chief and, to a lesser extent, the Associate Editors in their day-to-day paper handling activities, including inviting reviewers and managing communications with authors and reviewers.

The Scientific Editor will also support the Senior Scientific Editor and the Editor-in-Chief in coordinating special collections and special issues, managing journal communications on social media and at conferences, and running outreach programmes to provide training in peer review and to help early-career researchers understand the process of publishing a neuroscience article.

This position combines scientific judgment, editorial expertise, leadership, and operational management, making it ideal for an experienced neuroscientist with a PhD with excellent organisational and interpersonal skills.

Main responsibilities

- Perform scientific checks on manuscripts to ensure they comply with journal policies for presentation of scientific data/rigour (50%)

- Support the Senior Scientific Editor and the Editor-in-Chief (currently David Belin) to keep track of manuscripts, email correspondences and flag any delays in manuscript handling (20%).
- Support the Associate Editor activity and the Editor-in-Chief (10%)
- Liaising with Associate Editors (AEs), and guest editors in commissioning papers and reviews and coordinating special issues on timely subjects (5%)
 - Support the organisation of Editorial Board meetings and other Editorial meetings, and produce notes for each meeting (2%).
 - Support the Journal's overall strategy including contributing to social media posts and helping promote the journal and its mission at local events and online (6%)
 - Contribute outreach programmes to provide training in peer review and help early career researchers understand the process of publishing a neuroscience article (7%)

Reporting to the Senior Scientific Editor of Brain Communications. Key contacts will be the editorial team, editorial board members, and the Guarantors of Brain.

Planning & Organising

The post holder will plan and organise their workload, manage their work with minimal supervision and deliver a range of services maximising service quality and continuity. The job requires supporting the reliable and timely planning and implementation of current and future projects at Brain Communications. This role requires initiative and the ability to resolve day-to-day problems independently and the post holder must respond to new pressures as they arise. It is essential that the post holder routinely checks information about current manuscripts under consideration and keeps track of future plans for the journal.

Problem Solving

The post holder will need to meet regular deadlines and prioritise their workload as necessary. The post holder will be expected to deal with most problems, such as dealing with disgruntled authors, standing in for editorial board members in inviting reviewers when they are tardy, and any problems arising in the programmes led by the post holder.

Decision Making

The post holder will work with the Senior Scientific Editor, the Editor-in-Chief and Managing Editor to drive the strategic direction of the journal. They will have full decision-making capability for the programmes they lead.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	• Education to a higher level required (PhD in Neuroscience or related discipline or equivalent)	• Extensive training with Scholar One software or equivalent
Knowledge & Experience	• Experience with multiple forms of statistical analysis	• A background in neuroscience is highly desirable

	• Experience running programmes of work involving multiple stakeholders • publishing system • Excellent administrative-related IT skills • Effective written communication skills, effective social media skills, the ability to work to deadlines, and the ability to work well in a team • Ability to produce publication-ready manuscript	• An experience with the field of scientific publishing is highly desirable • Established track record of peer-review/review.
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Dimensions

The post holder will become a key member of the journal's editorial board and the editorial office at Oxford University Press, which comprises approximately 60 people. The post holder will also be involved in managing special issues with authors and editors that may affect dozens of customers per year. They will contribute to outreach programmes for the journal. Further, they will contribute to the journal's social media account, which should reach hundreds or thousands of authors and readers.

Additional Information

Brain Communications is an open-access, international, editorially independent, peer-reviewed journal that welcomes both direct submissions and manuscripts transferred from our sister journal Brain. We publish high-quality (robust) preclinical and clinical studies related to neurological or psychiatric disease or maintaining brain/nervous system health and resilience. Our aims are to (1) provide rapid, fair, open access publication of high-quality, peer-reviewed papers in the scope of the journal, (2) be a “force for good” in the translational neuroscience field by facilitating a high standard of rigour and transparency and promoting career development of neuroscientists, (3) author-friendly publication model encompassing flexible article lengths and easy submission.

The revenues generated by Brain Communications support the charitable mission of the Guarantors of Brain, a UK Registered Charity (1197319).

The post holder will help achieve these aims through high-quality, innovative support for the journal's mission.