



THE COLLEGE OF OPTOMETRISTS

Role description for Deputy Editor, Ophthalmic and Physiological Optics (OPO)

Job Title:	Deputy Editor, OPO
Reports to:	Editor-in-Chief (EiC), OPO
Key College relationships:	Director of Knowledge and Research Knowledge and Research Manager
Key external relationships:	Executive Publisher, Springer Nature Associate Publisher, Springer Nature Journal Editorial Office Supporter, Springer Nature Production Editor, Springer Nature Publishing Assistant, Springer Nature

Main purpose

The primary responsibility of the Deputy Editor is to support the Editor-in-Chief (EiC) to advance OPO's quality, reputation, and scholarship as a leading journal in vision science and optometry. The Deputy Editor will aim to strengthen OPO's impact by building on the journal's achievements and current status and by introducing new initiatives to promote the publication of world-leading scientific research.

The Deputy Editor is responsible for assisting the EiC in driving the strategic direction of the journal, ensuring the editorial quality of the content and overseeing the manuscript submission, peer review, and production processes to ensure they are thorough, fair and timely.

Main responsibilities

1. Support the EiC in the day to day running of OPO. Tasks may include, but are not limited to:
 - a. Initially assess submitted manuscripts
 - b. Assist with managing the peer review process, including assignment of reviewers and analysis of manuscript evaluations
 - c. Assessment of proofs
2. Attend regular online meetings with the EiC, The College of Optometrists and Springer Nature. These meetings are typically held between 13.00 and 17.00 GMT/BST.

3. Contribute to journal strategy and planning, including special issues.
4. Assist in the promotion of the journal.
5. Uphold the highest ethical standards of professional practice and follow best practice guidelines as outlined by the Committee on Publication Ethics (COPE) <https://publicationethics.org/guidance/Guidelines> and recommended by the International Committee of Medical Journal Editors (ICMJE) www.icmje.org.

Person Specification

The Deputy Editor will be a scientist of high international standing with a broad knowledge of vision science and optometry. They will have proven editorial experience, be committed to publication excellence. The Deputy Editor may be located anywhere in the world, as the journal's operations are primarily conducted electronically and by correspondence.

Experience

Essential:

- Broad knowledge of clinical and applied vision science research and extensive research experience in a relevant subject area
- Active and prolific member of the international research community, with the ability to maximise opportunities to identify, engage with, and influence key members and potential collaborators
- Strong publication record in peer reviewed scientific journals
- Editorial experience as reviewer, peer-reviewed author, associate editor, guest editor or editorial board member. Other forms of peer reviewing expertise, such as grant review panels may also be considered as relevant experience.
- Good use of English and excellent communication skills (written and verbal)
- Knowledge of best practice guidelines for scholarly journal publishing and research ethics
- Commercial awareness in relation to scientific research and/or scholarly publishing
- Strong organisational skills and the ability to work flexibly under pressure to manage competing priorities and meet strict deadlines
- Meticulous attention to detail and a conscientious approach to checking the accuracy of information, essential for publishing research
- Ability to work and communicate diplomatically with authors, editors, and reviewers

Desirable:

- A qualified optometrist and member of The College of Optometrists
- PhD in an optometry or vision science-related subject
- Demonstrable scientific editorial experience at a peer-reviewed journal
- Experience using workflow management systems for scholarly journals (e.g., SNAPP)

Time commitment

The consultancy role is flexible:

- Approximately 0.5-1.0 days per week
- Must be available to attend and report to at least one annual meeting of the Editorial Board (may be virtual)
- Must be willing to fulfil additional opportunities to promote the journal.

Term of appointment

- The initial term will be 3 years. This may be extended by mutual agreement, for a period of no more than 5 additional years.
- If the appointed Deputy Editor is unable to complete the term, a minimum of three months' notice must be provided.
- The anticipated start date is November 2026.

Remuneration

The Deputy Editor is paid a quarterly stipend of £1,500, coming to £6,000 total per year.

Role of OPO Editorial Board and Associate Editors

The OPO Editorial Board consists of distinguished, internationally renowned researchers and clinicians across the spectrum of vision science and optometry and related areas of study.

The members of the Editorial Board will:

- Advise on journal publishing strategy
- Advise on invited reviews and feature issues
- Act as a ready team of reviewers with an active interest in the success of the journal
- Add expertise and credibility
- Meet periodically to evaluate the journal's health and to discuss overall goals and progress made to meet measures of success

Role of the College

As the sole and exclusive owner of OPO, all publishing activities of the journal in any medium are the responsibility of the College.

Members of the College Research team provide some administrative and strategic support for OPO. The Research team manages the Editorial Board meetings and may organise additional meetings with the EiC, Deputy Editor and Publisher as necessary.