



## **INTERNATIONAL ASSOCIATION OF HYDROGEOLOGISTS**

### **Who we are**

The International Association of Hydrogeologists (IAH/AIH) is a scientific and educational charitable organisation for scientists, engineers, water managers and other professionals working in the fields of groundwater resource planning, management and protection. The Association was founded in 1956 and has grown significantly in its world-wide membership and influence.

### **Mission and aims**

IAH's mission is to further the understanding, wise use and protection of groundwater resources throughout the world.

We are a leading international society for the science and practice of hydrogeology and a globally recognised information source and facilitator for the transfer of groundwater knowledge. We endeavour to raise awareness of groundwater issues and work with national and international agencies to promote the use of groundwater to ensure ready access to safe drinking water. IAH promotes the protection of aquifers against pollution, the improvement of aquifer storage and the management of groundwater resources to assure the sustainability of groundwater-dependent ecosystems.

### **A world-wide groundwater organisation**

IAH is truly a world-wide association. We have more than 50 national chapters (groups), 14 scientific and topic-based commissions and networks, and an international Council, supported by the UK based secretariat. Our 4200 members are based all around the world. You can find out more at <https://iah.org/>.

### **Hydrogeology Journal**

The official scientific journal of IAH is Hydrogeology Journal (HJ), which is available to all IAH members and the worldwide community through our publisher, Springer Nature. HJ was first published in 1992 and now publishes around 150 peer-reviewed articles (in 8 issues) per year.

Mainstream papers in HJ usually focus on subsurface hydrology and geology, often integrating hydrogeology with supporting disciplines such as geochemistry, geophysics, geomorphology, geobiology, surface-water hydrology, tectonics, mathematics, numerical modeling, economics, and sociology, and may employ observations in the field or theoretical analyses to develop new understanding.

Details on the journal's scope, articles, metrics, and current editorial board can be found at <https://link.springer.com/journal/10040>.

### **TECHNICAL EDITORIAL ADVISOR, HYDROGEOLOGY JOURNAL**

HJ's full editorial team is located across the globe. The TEA role is part of the IAH Secretariat, consisting of 5 part-time staff, currently all based in the UK.

The Technical Editorial Advisor (TEA) primarily supports the HJ team by handling manuscripts in their post-scientific-review stages, after the manuscripts have been scientifically accepted by the Editors. The TEA position is managed by the HJ Executive Editor and sits in the IAH Secretariat, managed by the IAH Executive Manager.

The TEA role consists of:



- Responsibility for the HJ scientific editorial stage
- Administration of the HJ post-review processing stages
- Interface between the HJ authors, editors, publisher, and readers
- Support for the IAH Secretariat

IAH does not have an office and currently all staff work from home. Activities are therefore carried out mostly online, although in-person activities (including occasional international travel) will be expected from time to time. Full HJ editor/staff meetings and staff meetings with the publisher usually are held once or twice every year, often in a European country.

### **Contractual arrangements**

The annual workload amounts to around 1000 hours, distributed fairly evenly across the year. Additional or fewer hours may be necessary depending on the workload and HJ publication schedule. Your personal work schedule is flexible, usually from Monday to Friday, but you can also work on weekends and holidays and evenings, according to your preferences.

**For UK-based applicants**, it is proposed that the post-holder would have employed status within the IAH Secretariat.

IAH will cover costs for the essential equipment needed to work safely from home and you will receive the standard government-accepted 'working at home allowance' (£26/month).

IAH has a workplace pension scheme, which is in accordance with the UK Government's pension legislation, with 4% employee and employer contributions. We have a company sick pay scheme, in addition to statutory sick pay. Maternity and paternity leave and pay are in accordance with UK legislation.

You will be entitled to 30 days' leave each year, including bank holidays.

Remuneration (to be reviewed, normally in line with inflation): £20.85/hour (including holidays, pro-rated)

**For non UK-based applicants**, it is proposed that the post-holder would be a contractor, with payment commensurate with that offered to UK-based applicants.

## **TECHNICAL EDITORIAL ADVISOR DUTIES**

### **Responsibility for the HJ scientific editorial stage (primary duty)**

- For each manuscript, conduct the scientific/technical edit or oversee the edit conducted by others in our technical editor support team
- Conduct editing using tracked-changes (MS Word) to meet HJ's high standards of technical English (some manuscripts require significant amounts of language editing and others almost none) and to clarify concepts and data (e.g., tables, mathematical style, figures)
- Instruct authors regarding required revisions, check author revisions based on the technical edit, check proofs, process errata
- Coordinate production of topical collections and special issues in their final stages

### **Administration of the HJ post-review processing stages**

- Process manuscript files using the online system (Editorial Manager)
- Arrange for translations of each manuscript's English title and abstract to the four HJ languages
- Maintain HJ databases (MS Excel) and update information about HJ content and events on the IAH website (WordPress)



### **Interface between the HJ authors, editors, publisher, and readers**

- Develop and update the published Instructions for Authors and editorial team guidance documents
- Deliver information to the publisher, such as that needed for copyediting, scheduling, issue-building, and open access arrangements
- Recruit, train, and manage our technical editor support team
- Contribute to and participate in journal meetings online and in-person
- Handle enquiries (mostly email)

### **Support for the IAH Secretariat**

- Comply with data protection regulations and IAH policies, including equity, diversity, and inclusion
- Assist in the production of reports and social media posts about HJ
- Represent IAH (specifically HJ) occasionally at conferences and meetings

### **EXPERIENCE AND SKILLS**

The successful applicant is likely to be a graduate in a relevant subject with significant experience (min. 5 years) in applied hydrogeology, and preferably with a particular interest in the mathematical aspects of hydrogeology. You must have exceptional attention to detail in order to successfully conduct scientific editing of HJ articles.

It would be advantageous if you have experience in academic publications and/or editing, although training will be given.

It is expected that the successful applicant will have English as their first language. Capability in written and spoken English must be excellent and equivalent to that of 'native-English' speakers.

### **TO APPLY**

Please send your CV and a covering letter explaining why you are interested in and qualified for this post, to [info@iah.org](mailto:info@iah.org)

If you would like further information, please contact us at [info@iah.org](mailto:info@iah.org)