Open Palaeontology Steering Committee Member (×2)

Location: Remote
Position Type: Voluntary, part-time
Application Deadline: 12/12/2025

The Role

Open Palaeontology (*OPal*) is seeking two **Steering Committee Members** to join its governance team for a three year term. This is an exciting opportunity to play a key role in guiding a growing diamond open-access journal at the forefront of palaeontological research. As a Steering Committee Member, you will contribute to the strategic planning, development, and long-term growth of the journal. You will be responsible for maintaining the long-term stability and sustainability of the journal, while also helping to drive editorial and technological innovations that keep *OPal* at the forefront of open-access publishing. You will work closely with the editorial team and other committee members to ensure *OPal* continues to deliver high-quality, accessible research to the global palaeontology community.

Key Responsibilities

- Contribute to the strategic planning and long-term vision of *OPal*.
- Support the development and growth of the journal, including developing editorial and communications innovations and initiatives.
- Ensure the journal maintains high standards of scientific integrity and publication excellence.
- Provide guidance on policy, governance, and sustainability matters.
- Collaborate with the editorial and communications teams and fellow steering committee members to foster a professional, inclusive, and innovative environment.
- Promote and uphold ethical standards in all journal activities, including research integrity, fair peer review, and responsible editorial practices.

Why Join Us?

- Play a leading role in shaping an open-access journal at the forefront of palaeontology.
- Make a meaningful impact on the development, visibility, and sustainability of a scientific publication.
- Influence the future of how palaeontological research is shared and communicated globally.
- Gain experience in strategic planning, journal governance, and editorial leadership.
- Collaborate with a dedicated international team of scientists and editors.

Essential Criteria

- **Publishing or Editorial Experience:** Experience in scientific publishing, either through extensive authoring and reviewing of peer-reviewed publications or editorial experience handling, editing, or coordinating peer-reviewed publications.
- **Subject Expertise:** Knowledge and experience in palaeontology or a related biological or Earth science discipline, with awareness of current research and developments.
- **Strategic Thinking:** Ability to engage in long-term planning, develop a vision for the possible positive futures of academic publishing, contribute ideas for growth, and support editorial innovation.
- **Commitment to High Standards of Integrity:** Ability to take and hold reasoned management and where necessary scientific/editorial decisions based on evidence and ethical merit.
- **Interpersonal & Communication Skills:** Ability to collaborate effectively with colleagues and maintain positive professional relationships; excellent written and verbal communication.
- **Commitment to Open Science:** Enthusiasm for open-access publishing and promoting transparency, accessibility, and equity in scientific communication.

Desirable Criteria

- **Education:** PhD in palaeontology or a related biological or Earth science discipline.
- **Leadership Experience:** Demonstrated experience in committees or leadership roles within scientific, academic, publishing, or charitable organisations.

- **Integrity & Professionalism:** Demonstrates fairness, accountability, and discretion in all professional activities.
- **Work Ethic & Initiative:** Self-motivated, reliable, and proactive in contributing to the success and growth of the journal.
- **Funding & Grant Experience:** Experience preparing, securing, or managing research grants or funding proposals.

How to Apply

Please submit:

1. An up-to **one-page cover letter** outlining your relevant experience and motivation for applying.
2. Contact details for two referees.

Send your application to **contact@openpalaeo.org** with the subject line *"Steering Committee Application – [Your Name]"*.