



Position Description

POSITION DETAILS

| | | | |
|-------------------|------------------------------------|---|---------------------------------|
| Position Title: | Managing Editor | | |
| Location: | National Office/Remote | | |
| Reports To: | Senior Policy and Research Officer | | |
| Direct Reports: | N/A | | |
| Employment Status | Full time <input type="checkbox"/> | Part time <input checked="" type="checkbox"/> | Casual <input type="checkbox"/> |

1. Purpose of Position (briefly describe overall purpose of role)

The *Australian and New Zealand Continenace Journal* is the journal of the Continenace Foundation of Australia and the New Zealand Continenace Association. The Journal is a flagship activity of both organisations.

The *Australian and New Zealand Continenace Journal* accepts original articles, current reviews, brief communications and letters to the Editor, concerned with clinical practice and research in all fields of incontinence.

This position is a contracted role to oversee and develop the production of four editions of the Journal per annum with a supplementary edition in conjunction with the National Continenace Conference held annually.

Role of the Managing Editor

The Australian and New Zealand Continenace Journal (ANZCJ) Managing Editor oversees the daily operations of the journal, and is responsible for the timely and efficient processing of manuscripts in peer review and production, meeting publishing deadlines and implementing editorial standards and policies.

The Managing Editor works closely with the Editor in Chief (EIC) and coordinates all editorial content to ensure journal quality requirements are fulfilled.

The Managing Editor is the point of contact for authors, peer reviewers and the production/print company.

The Managing Editor provides secretarial support for the ANZCJ Editorial Committee.

The Managing Editor keeps up-to-date with publishing trends and industry standards in publishing academic journals.

It is expected that the Managing Editor will develop and implement strategies to attract high-quality manuscript submissions from relevant research areas to the journal.



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2. Key responsibilities and performance indicators

| Key Responsibilities | Performance Indicators | Weighting (%) |
|--|--|---------------|
| Manage development and editing of high quality Journal | <ul style="list-style-type: none"> Design and execute a strategy to attract high-quality manuscript submissions from relevant research areas to the journal. Respond to all editorial queries via phone, email and postal mail. Liaise with authors, providing timely and accurate information as required. Coordinate writing of Journal editorials, ensuring issue deadlines are met. Work collaboratively with the Editor-in-Chief, the publisher and other stakeholders to meet deadlines and standards. Undertake and coordinate copy/technical editing and proof reading. | 50 |
| Provide secretariat support to Editorial Board and all-around administration assistance | <ul style="list-style-type: none"> Establish and support the journal's Editorial Committee meetings and processes. Develop and maintain meeting records, Journal and editorial procedures and documents. Liaise with and support reviewers and ensure timelines and standards are met. Coordinate editorials ensuring issue deadlines are met. | 30 |
| Provide reports on Journal delivery and development | <ul style="list-style-type: none"> Establish strategic goals and KPIs. Develop progress reports. | 20 |

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

| | |
|---------------------------------|---|
| Education/Qualifications | <ul style="list-style-type: none"> Tertiary qualification in a relevant field |
| Computer/Software | <ul style="list-style-type: none"> Highly proficient in MS Office Suite, content management systems and publishing systems |
| General | <ul style="list-style-type: none"> 5+ years' experience in a similar role Experience with both scientific and English editing Demonstrated ability to contribute to best practice ideas, workflow efficiencies and projects Exceptional interpersonal, verbal and written (grammar, spelling, punctuation) skills |



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- Highly developed organisational and admin skills with the ability to manage multiple projects
- Meticulous attention to detail - able to deliver high-quality outputs on time and free from errors.

WORKPLACE HEALTH AND SAFETY

The Employee is responsible and accountable for:

- Compliance with workplace health and safety policies and procedures for risk identification, risk assessment and risk control. Refer WHSP01 Work Health & Safety; WHSP07 Smoking, Drugs and Alcohol.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace. Refer WHSP05 Incident and Accident Reporting Management.

QUALITY MANAGEMENT

The Employee is responsible and accountable for:

- Familiarity and compliance with all Company Policies.
- Active participation in training activities associated with Company Policies.
- Supporting the Continenace Foundation’s commitment to quality improvement and contributing to the achievement of contractual deliverables.

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.

EMPLOYEE DECLARATION

I

(Applicant’s Name)

hereby understand and accept the conditions of the position description as detailed herein for the position of

(Position)

Applicant’s signature

Date



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