

POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE	Editorial Manager, Heart Lung and Circulation
EMPLOYMENT TYPE	Part-time 0.6FTE
TERM OF APPOINTMENT	Permanent ongoing

PRIMARY FUNCTION

To assist the Publisher (currently Elsevier) manage the submission and on-line review of submitted papers in a timely manner to ensure deadlines are met; To process, edit and proof-read manuscripts through the editorial system, and work with the Editor-in-Chief to further the aims of the Journal.

POSITION CONTEXT

Heart Lung and Circulation is the journal of the Cardiac Society of Australia and New Zealand (CSANZ) and the Australian and New Zealand Society of Cardiac and Thoracic Surgeons (ANZSCTS). The Journal is a flagship activity of both Societies and a key contributor to their educational mission. *Heart, Lung and Circulation* accepts original articles, current reviews, brief communications, and letters to the Editor, concerned with clinical practice and research in all fields of cardiovascular disease as well as publishing up-to-date Society Guidelines and Position Statements, and theme-based Special Issues. The journal is published monthly and the 2020 Impact factor is 2.975.

The Editorial Office is staffed by an Editorial Manager and a Commissioning Editor and is situated within the secretariat of the Cardiac Society of Australia and New Zealand (CSANZ). The Editorial Manager can be based at home but may need to travel to the office from time-to-time.

The Editorial Manager is the primary copy editor for the Journal and oversees management from accepted manuscript to printed pages. The Editorial Manager is supported by the Commissioning Editor, and consults with the Editor-in-Chief, Section Editors, Commissioning Editor and Publishers on various improvement options for the Journal.

KEY ACTIVITIES AND ACCOUNTABILITIES

		FREQUENCY
1.	<p>Coordination and Administration</p> <ul style="list-style-type: none"> • Answer queries from authors and provide information to prospective authors; • Coordinate Editorials so they are submitted on time for the relevant issue; • Compile and circulate Table of Contents for all monthly issues of the Journal, as compiled by the Editor-in-Chief; • Communicate with the Publisher, Editor-in-Chief and Commissioning Editor on a regular basis; • Manage all email queries to the Journal received directly via the Journal email address or CSANZ office, and any forwarded by the Journal Manager (Elsevier); • Follow-up with Section Editors in relation to peer review progress of articles, as requested by and in support of the Journal Manager (Elsevier); • Work within budgetary requirements. 	On going

2.	Copy Editing <ul style="list-style-type: none"> • Technical editing of accepted manuscripts authored by English-speaking background authors or author groups; • Final Editor checks of author proofs for all accepted manuscripts; • Proof-read and perform technical editing on conference abstracts; • Proof-read compiled issues for compliance with Journal house style; • Ensure consistency of language, and uniformity of style and format within the Journal; • Oversight of the Style Manual for the journal, and updating as needed. 	On-going
3.	Editorial Board support Arrange quarterly teleconferences and record and distribute minutes for the Section Editors Board, including an annual face-to-face meeting of the Board.	On-going
4.	Other duties Additional tasks as required to support business objectives and efficiency.	As required

MANAGEMENT DATA

REPORTS TO:	Editor-in-Chief, <i>Heart Lung and Circulation</i>
2 UP REPORT:	CSANZ and ANZSCTS Presidents
DIRECT REPORTS:	NIL
INDIRECT REPORTS:	NIL
OPERATING BUDGET:	N/A

KEY RELATIONSHIPS

MAIN CONTACTS	PURPOSE
Editorial Board/Section Editors	Work collaboratively to ensure aims and goals are met.
Publisher (currently Elsevier)	Work collaboratively to ensure aims and goals are met.
CSANZ/ANZSCTS	Reporting and HR management.
Submitting authors	Answer queries and communicate progress of articles.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Editorial Manager will work with the Editor-in-Chief and the Publisher to establish requirements but will primarily work in an autonomous capacity to ensure tasks are completed to a high standard and deadlines are met. The Editorial Manager has authority to give advice on administrative requirements. Any decisions that directly impact the Journal as a whole including changes to processes or expenditure must be approved by the Editor-in-Chief.

SELECTION CRITERIA

QUALIFICATIONS AND/OR CERTIFICATIONS - ESSENTIAL

Tertiary qualifications preferably in journalism or English.
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EXPERIENCE AND SKILLS - ESSENTIAL

Extensive experience in the publishing of STM Journals.

Excellent written and verbal communication skills and exceptional attention to detail.
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Demonstrated ability to contribute to best practice ideas, workflow efficiency and special task related projects.

Demonstrated ability to work independently and proactively under minimal supervision and to meet strict deadlines.
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Excellent communication and collaboration skills to develop effective relationships with internal and external stakeholders including senior academics.

Experience using content management systems.
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EXPERIENCE AND SKILLS - DESIRABLE

Experience with publishing systems, including proof-reading.
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Experience with both scientific and English editing.
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Experience in working with a professional health care association.
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