# Position Description

## Communication & Information – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Production Editor |
| Job Reference: | 62085 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 30% |
| Percentage of Client Focus - External: | 70% |
| Reports to the: | Journals Content Development Manager – Post Acceptance |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Brietta Pike via email: [brietta.pike@csiro.au](mailto:brietta.pike@csiro.au) |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon  Please do not email your application directly Brietta Pike. Applications received via this method will not be considered by the selection panel. |

## Role Overview:

The role of Communication and Information staff in CSIRO is to support the delivery of science/research through the provision of effective communication and management of information, and the editorial or industry liaison service, either within or outside CSIRO, to enhance CSIRO's public image and promote its capabilities. The role may involve the storage, retrieval and protection of information. Communication and Information staff typically interact with industry groups, other government agencies, professional groups, media and the general public.

The Production Editor will provide editorial and production management services that allow publication of Journals within the set financial and time budget and to industry best-practice standards. It will involve coordinating the entire production process for a number of journals, from styling/copyediting through to print and web publication, with general guidance and support from senior staff and the Journals Content Development Manager – Post Acceptance. The role delivers excellent service to authors.

## Duties and Key Result Areas:

* Receive electronic files for accepted manuscripts and ensure they are in an acceptable form for copyediting and typesetting, liaising with authors and editors as necessary to obtain better-quality files.
* Deal with routine enquiries and advise authors on file delivery, as necessary.
* Process manuscripts using eXtyles software to style paragraphs, standardise formatting, check and match citations, and apply automatic edits as necessary.
* Brief and coordinate freelance copyeditors to edit manuscripts to journal style while maintaining high editing standards within the set budget and to agreed timelines.
* Identify and resolve manuscript queries through diplomatic liaison with authors.
* Convert edited manuscripts to XML format and troubleshoot XML production.
* Ensure provision of error-free and clearly presented manuscripts and files for typesetting.
* Liaise with typesetters to ensure that timely and accurate proofs are sent to the authors.
* Liaise with authors to ensure timely return of checked proofs.
* Collate in-house and author corrections for typesetters.
* Manage compilation of final files and material for covers, prelims, papers and backmatter for timely delivery of issues for printing and web publication.
* Publish online version using JOCS software to predefined schedules.
* Track the print production process and check printers’ proofs to ensure timely and good-quality print production within set budgets
* Support teammates during busy times and contribute to departmental meetings and goals.
* Source and prepare data for journal reports and meetings.
* Contribute towards streamlining workflows and processes within the Journals Production team by identifying efficiencies and improvements, focusing on ‘author as customer’.
* Keep records of the stages of the production process for each manuscript.
* Ensure delivery of in-house goals for production times.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people’s points of view. Prepared to try out different approaches.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed*

1. Relevant tertiary qualification or relevant publishing industry work experience.
2. Sound working knowledge of essential desktop software, including MS Office suite Word, Excel, Outlook).
3. Proven ability to successfully manage conflicting priorities and contribute to several projects concurrently.
4. Excellent communication skills with demonstrated ability to liaise effectively and professionally with a wide range of people such as top-level research scientists, service providers, and in-house staff**.**
5. Demonstrated organisational skills and attention to detail.
6. Proven ability to use initiative and creativity to find appropriate solutions to deal with routine problems and opportunities, focusing on author as customer.
7. The ability to contribute to identifying efficiencies and improvements in workflows and willingness to adapt processes to incorporate improved solutions identified by the team.

## Desirable Criteria:

1. Demonstrated knowledge of, and experience in, journal or book production.
2. Understanding of, and experience working with, XML and the ability to troubleshoot XML production issues.
3. Understanding of scholarly publishing and the publication process.

## About CSIRO:

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