# Position Details

## Communication & Information- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Development Editor |
| Job Reference | 64140 |
| Tenure | Specified Term of 12 months  Full-time |
| Salary Range | AU$63k to AU$80k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Wellington Rd, Clayton |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Books Publisher |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Briana Melideo via email at briana.melideo@csiro.au or phone +61 3 9545 8425 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Development Editor role contributes positively to the impact of CSIRO, and science generally, by supporting contributing authors to have a positive experience at CSIRO Publishing.

Reporting to the Books Publisher, the role will work closely within the books publishing team to manage projects from the point of contract to handover to production, delivering completed manuscripts on schedule and to agreed specifications to the editorial and production team. Specifically, the Development Editor will be responsible for supporting and guiding authors through the process from proposal acceptance to manuscript submission. The position will also be responsible for the timely coordination of a number of projects, manuscript development, writing marketing and blurb copy, and assisting with the development of cover and illustration briefs.

The position will liaise closely with the book publishers, editorial and production team and sales and marketing. On a daily basis this role entails significant communication with the scientific community. The Development Editor will be responsible for author and project management by maintaining regular contact with authors, editors and colleagues in order to keep stakeholders informed.

### Duties and Key Result Areas:

* Maintain clear and regular communication with contracted authors, update the books publishing team on manuscript progress, and alert the publishers to any potential delays or issues.
* Provide support, information and instructions to authors, editors and contributors, including, but not limited to, manuscript schedules, style, format, content, copyright, permissions and image preparation.
* Create, monitor and manage content delivery schedules for authors and projects.
* Supervise final editorial preparation and handover of manuscripts for production.
* Write marketing and back cover copy and ensure all bibliographic data is kept up-to-date.
* Assist with the selection, briefing and management of illustrators for selected titles.
* Assist with briefing cover designers and the management of internal approval for cover designs.
* Work collaboratively in an environment where there are conflicting priorities and deadlines to be met.
* Maintain confidentiality when accessing commercially sensitive information of CSIRO and commercial partners.
* Represent CSIRO externally as required.
* 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.
* 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.

## **Required Competencies:**

* **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.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **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.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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**

#### Essential

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

1. Relevant bachelor’s degree or equivalent relevant work experience in natural sciences, publishing or related field.
2. A minimum of approximately 2 years’ commercial publishing experience.
3. Demonstrated excellent organisational and project management skills and the ability to multitask, work under pressure, prioritise conflicting demands and adapt to changing deadlines.
4. Proven ability to forge and maintain high-trust, respectful and collaborative working relationships, both internally and externally, as well as working independently. Demonstrated pro-active, flexible and ‘hands on’ approach to work and ability to work effectively and achieve results in a changing environment.
5. Proven strong written and verbal communication skills and strong negotiation skills to deal with authors.
6. Demonstrated high-standard of word processing, the ability to use other software packages associated with PCs, and experience in opening and manipulating files of varying types of software and graphics programs such as Adobe Photoshop and Illustrator.
7. Previous development or production experience, especially of scientific books, understanding of copyright, and demonstrated passion for digital publishing development.

## **Desirable:**

1. Experience in working in a STM publishing environment.
2. Current driver’s licence.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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