POSITION DESCRIPTION

Position Title: Commissioning Editor
Organisation Unit: University of Queensland Press
Position Number: 3042126
Type of Employment: Full time, Continuing
Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland Press (UQP) was established in 1948 and is one of Australia’s oldest and most respected publishing houses. UQP enhances the success of the University of Queensland by its innovative philosophy and commitment to producing books of high quality and cultural significance. UQP books and authors have received national and international recognition through literary prizes, rights sales and writers’ festivals. We publish print and eBooks across a range of subjects, from literary fiction, general non-fiction and poetry, to children’s and young adult books and academic books.

Information about UQP may be accessed on the UQP’s website at http://www.uqp.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

To commission and publish fiction and poetry titles for UQP’s adult list that are commercially viable and/or culturally important.

Duties

Duties and responsibilities include, but are not limited to:

- Developing, project managing and structurally editing contracted titles across adult list.
- Acquiring and publishing at least 12 titles each year.
- Reading and assessing projects that are on submission to UQP and presenting suitable manuscripts to the monthly acquisitions meeting.
- Generating new title ideas and identifying potential authors for UQP’s list (by researching market trends, attending industry events; and keeping abreast of the national and international publishing scenes).
- Setting and tracking appropriate budgets for each project to ensure that the book meets profit targets.
- Negotiating with authors and agents to initiate, contract and progress projects.
- Co-ordinating freelance staff, including cover designers, editors, typesetters.
- Providing input to rights, marketing and sales staff to meet sales targets agreed in initial costings.
- Representing UQP at industry events locally and interstate, as required.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related **OH&S responsibilities and procedures** developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University **sustainability responsibilities and procedures**
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related **responsibilities and procedures** developed by the University

Organisational Relationships

The position reports to UQP Publishing Director.

SELECTION CRITERIA

Qualifications

Essential

- A degree level qualification in Humanities, Social Sciences or related field with at least four (4) years subsequent relevant experience in a publishing environment; or an equivalent combination of relevant experience and/or education and or training.
- Demonstrated experience commissioning new projects in a book industry environment.
- Proven in establishing and developing strong professional relationships with authors.
- Demonstrated understanding of current market trends in literary publishing, both nationally and internationally.
- Advanced verbal and written communication skills and the ability to nurture a wide range of contacts.
- Established national industry liaisons and professional contacts.

Desirable

- Postgraduate qualifications in Editing and Publishing.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.