POSITION DESCRIPTION

Position Title: Editorial and Production Assistant
Organisation Unit: University of Queensland Press
Position Number: 3012402
Type of Employment: Full-time, continuing
Classification: Hew Level 4

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 (65). 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.

Information about University of Queensland Press may be accessed on the web site 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-ug

DUTY STATEMENT

Primary Purpose of Position

To provide administrative editorial support to the UQP publishing department by processing and responding to all manuscript submissions and general enquiries, and providing editorial back-up. The role will also provide production support through liaising with printers and sourcing print quotes, ensuring timely printing and delivery of all titles, assisting with all reprints, and coordinating the conversion of ebooks.

Duties

Duties and responsibilities include, but are not limited to:

Editorial

- Perform general administrative duties as required including:
  - Respond to all telephone and email enquiries directed to the publishing department
  - Provide administrative support to the editorial department – seeking permissions and images requests, printing and posting of page proofs and organising departmental correspondence
  - Assist in facilitation of editorial and production meetings
  - Provide administrative support to Publishers
- Processing and responding to manuscript submissions, with some reading and reporting, as necessary
- Coordinating the conversion of ebook files
• Coordinating editorial updates for reprints
• General proofreading for publishing department and marketing, as required
• Assisting the efficient processing of invoice payments for the editorial department, including generating of requisitions for payment (with UniFi)
• Assisting the coordination of the intern program with the Managing Editor

Production
• Sourcing print quotes for all UQP titles and liaising with local and overseas printers
• Working closely with Sales and Inventory Coordinator to ensure that all book are printed and delivered according to production timelines
• Updating and maintaining UQP publishing program and ensuring information for individual books is accurate and up-to-date
• Allocating project job numbers, ISBNs and barcodes for print and ebook titles
• Any other duties as reasonably directed by your supervisor

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 the Managing Editor.
SELECTION CRITERIA

Essential

- Completion of a diploma level qualification in publishing and editing, or a related field with relevant work related experience; or equivalent combination of relevant experience and/or education/training.
- Strong administration skills, including taking initiative to deliver high-quality, accurate and effective outcomes.
- Demonstrated high level organisation skills, with the ability to be flexible, work independently and meet deadlines.
- Ability to prioritise and undertake a wide range of administrative tasks with accuracy, timeliness and flexibility
- Strong interpersonal and communication skills (written and verbal) and a demonstrated ability to liaise effectively with internal and external clients.
- Well-developed English language and grammar skills
- Confident use of MS Office, Adobe Acrobat/PDF, InDesign

Desirable

- Work experience in any sector of the book industry and knowledge of book production processes would be considered desirable
- A passion for books and reading

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to central-hr-advisory@uq.edu.au