POSITION DESCRIPTION

Position Title: Publisher
Organisation Unit: University of Queensland Press
Position Number: 3012213
Type of Employment: Full time, Continuing
Classification: HEW Level 8

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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+

UQ has a rapidly growing record of attracting philanthropic support for its activities and will
have further success in this area as an important strategic aim 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 in fields such as cultural
studies, history and peace and conflict studies.

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
DUTY STATEMENT

Primary Purpose of Position

To commission and manage the publishing of titles for UQP’s adult list that are commercially viable and/or culturally important.

Duties

Duties and responsibilities include, but are not limited to:

- 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)
- Reading and assessing projects that are on submission to UQP and presenting suitable manuscripts to the monthly publishing meeting
- Publish at least 12 titles at year into UQP’s adult trade publishing list
- Negotiating with authors and agents to initiate, contract and progress projects
- Setting and tracking appropriate budgets for each project to ensure that the book meets profit targets
- Developing, managing and editing contracted projects
- Managing freelance staff and overseeing in-house editorial staff who are working on contracted projects
- Providing input to rights, marketing and sales on acquired titles
- Building relations with industry, government departments, professional bodies and the wider community
- Representing UQP at industry events locally and interstate
- Negotiating publish contracts with support from UQP’s Contracts Manager
- Other duties 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 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 Relationship

The position reports to the UQP Publishing Director.
SELECTION CRITERIA

Qualifications

Essential
- Undergraduate degree in Humanities or Social Sciences
- Experience commissioning new projects in either a book or magazine environment

Desirable
- Postgraduate qualifications in publishing

Knowledge and Skills

Essential
- A proven and successful track record in commissioning new work in a book or magazine environment
  - A demonstrated understanding of current market trends, both nationally and internationally
  - Advanced verbal and written communication skills
  - Demonstrated ability to work effectively with a wide range of constituencies and stakeholders
  - Demonstrated ability to develop strong professional relationships with authors

Desirable
- Established national and international industry liaisons and professional contacts.

Experience

Essential
- Ideally, at least seven years’ experience in a publishing environment, including at least three years’ commissioning experience.

Desirable
- Strong negotiation skills

Personal Qualities

Essential
The ideal candidate will:
- be a passionate and wide-ranging reader who is able to generate new ideas
- have excellent communication skills and the ability to nurture a wide range of contacts, and to nurture and inspire writers in their work
- have a healthy interest in and developed knowledge of current affairs, politics, literary and popular culture
- have the ability to work collaboratively within a small team
- be commercially astute
- be accustomed to operating within tight deadlines
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.