



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Crawford School of Public Policy
Department/Unit:	Development Policy Centre
Position Title:	Managing Editor
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	282
Responsible to:	Manager, Development Policy Centre

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. Crawford School of Public Policy is one of four schools within ANU College of Asia and the Pacific and one of the world's leading public policy schools.

The Development Policy Centre (Devpolicy) is a research centre within Crawford School. The Centre conducts research and promotes discussion in three key areas: Australian aid effectiveness, the Pacific and Papua New Guinea, and global development policy.

Asia and the Pacific Policy Studies (APPS) is the Crawford School flagship journal, published by Wiley and managed by the Development Policy Centre. It is a peer-reviewed journal that targets policy-relevant research across a discipline focus that includes economics, political science, governance, development and the environment. It has a special geographic focus on the island economies of the Pacific.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the direction of the Director of the Development Policy Centre (and Editor in Chief, APPS), reporting to the Manager of the Development Policy Centre, and in close collaboration with the publisher Wiley, the Managing Editor manages the production of each issue of the journal, three per year.

The position involves editing of research papers where required to a high standard and in accordance with the journal's style, often assisting authors whose first language is not English to bring clarity to their articles.

The Managing Editor will liaise between authors, reviewers and the Editorial Board to ensure timely review and publication of articles, and will arrange for the convening of the Editorial Board as required. The Managing Editor will coordinate the "Pacific Survey" segment of the journal, which provides an overview of a Pacific economy in each issue. S/he will encourage and solicit articles, including special editions, and will promote the journal on social media, through conferences, on the web and by other means.

The position also includes editorial involvement in the Centre's widely read Devpolicy Blog. This part of the role may include editing, proofing, scheduling blog posts, publishing using Wordpress, commissioning content, and liaising with contributors, as well as promoting the blog to a wide audience.

The position is also responsible for coordinating the Centre's Discussion Paper series. This role involves, managing the peer review process, copy-editing, proofreading, formatting accepted papers and uploading them to the website and online platforms. Approximately 10 discussion papers are published each year.

Depending on time, the position may also involve other tasks related to writing and editing or of an administrative nature.

Role Statement:

- Manage the production of each issue of the APPS journal, three per year.
- Edit research papers where required to a high standard for clarity and expression, and in accordance with the journal's style
- Solicit journal articles and special issues, under the direction of the Editor-in-Chief.
- Coordinate the production of Pacific economic surveys.
- Convene meetings of the APPS editorial board.
- Promote the journal, including through social media and its website.
- Undertake other tasks related to editing, production and promotion of APPS as required by the Editors.
- Participate in the management of the Devpolicy Blog.
- Coordinate the Development Policy Centre's Discussion Paper series and ensure the Centre's website is up to date in relation to publications.
- Other duties consistent with the classification of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Demonstrated high-level editing, writing and proofreading skills at both the structural and detailed level, for both academic and non-academic articles, with the ability to provide feedback in a clear manner.
2. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
3. Strong interpersonal skills and the ability to work with a wide range of stakeholders and contributors.
4. Knowledge of the Pacific, quantitative literacy and an interest in economics are desirable.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and will spend more time on the more complex functions of the position.

Supervisor:	Ashlee Betteridge	Date:	18/06/2019
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References:

[Professional Staff Classification Descriptors](#)