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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | College of Asia and the Pacific |
| **Faculty/School/Centre:**  | Crawford School of Public Policy |
| **Department/Unit:**  | ANU Indonesia Project, Arndt-Corden Department of Economics |
| **Position Title:**  | Associate Editor |
| **Classification:** | ANU Officer Grade 6/7 (Administration) |
| **Position No:** | **25196** |
| **Responsible to:** | Policy and Engagement Manager, ANU Indonesia Project |
| **Number of positions that report to this role:** |  |
| **Delegation(s) Assigned:** |  |

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| **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 the ANU College of Asia and the Pacific and one of the world’s leading public policy schools. The School has core expertise in economics, governance, environment and development, combined with interdisciplinary strengths and an Asia-Pacific focus. The Arndt-Corden Department of Economics within the School specializes in scholarly work in economics and development, with an emphasis on Southeast, Northeast, and South Asia, as well as on the Southwest Pacific.The ANU Indonesia Project (the Project) within the Arndt-Corden Department of Economics is a leading international centre for research and graduate training on the economy and society of Indonesia. With research on economic change at its heart, the Project brings together academics, students, policy-makers and leaders from several disciplines and countries to discuss the multitude of issues in Indonesia’s growth and development. The Bulletin of Indonesian Economic Studies (BIES) is a refereed journal that has been in continuous publication since 1965 and is a major activity of the Indonesia Project. BIES aims to address not only economic analysis and policy but also the intersection between economics, development and area studies. In doing so, it plays an important role in helping the world – and Indonesians themselves – to better understand Indonesia.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** Under the broad direction of the Editors of the Bulletin of Indonesian Economic Studies (BIES), the Associate Editor manages the production of three issues of the journal per year. The position involves copy-editing and typesetting research papers to a high standard in accordance with the journal’s style. The Associate Editor will often need to assist authors whose first language is not English to bring clarity to their articles. The Associate Editor is responsible for administering the peer review process, commissioning book reviews, liaising with authors, reviewers and the journal’s commercial publisher, and coordinating work by freelance editors, proofreaders and typesetters. The Associate Editor also promotes the journal on social media and supports its management and dissemination by the commercial publisher.The Associate Editor should have a general knowledge of relevant academic publication practices (and metrics); an excellent command of English grammar and plain English principles; a good understanding of layout and design; and a high degree of competence in Microsoft Word. Knowledge of Indonesia and its national language, experience with Excel and Adobe InDesign, familiarity with Chicago and other style guides and an interest in economics are also desirable.**Role Statement:**Under the broad direction of the Editors of BIES, the Associate Editor is required to:1. Copy-edit and typeset each issue of BIES to a very high standard, using clear and unambiguous English, even for complex technical papers.
2. Manage production of each issue of BIES to a very high standard and in accordance with an agreed schedule, through all stages from acceptance of material for publication to delivery of the product to the publisher, including copy-editing, typesetting and proofing, liaison with authors, reviewers and the journal’s commercial publisher, and coordination of work by freelance editors, proofreaders and typesetters.
3. Coordinate the process of manuscript evaluation for possible publication, including assignment of manuscripts to editors, communication with referees and authors, and management of editorial records.
4. Coordinate the commissioning of book reviews in consultation with the Book Review Editor, including book ordering, communication with reviewers, maintenance of the book review database and editing of reviews.
5. Ensure that the BIES website is updated with details of each new issue of the journal.
6. Maintain the journal’s paper and digital records in a well-organised filing system, with an emphasis on ensuring that all tasks related to the position are completed.
7. Coordinate the BIES editorial and international boards and arrange regular board meetings.
8. Coordinate BIES promotional activities, such as social media promotion (including through Twitter and Facebook) and the H.W. Arndt Prize.
9. Undertake other tasks related to editing, production and promotion of BIES as required by the Editors.
10. Undertake other tasks related to activities of the Indonesia Project as required by the Project Head that are consistent with the classification of the position.
11. Comply with all ANU policies and procedures, especially those relating to work health and safety and equal opportunity.
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| **SELECTION CRITERIA:**1. Demonstrated experience in the copy-editing, typesetting and production of publications, preferably within a research environment (from receipt of manuscripts through to delivery to the publisher). Relevant editing qualifications or training, familiarity with Chicago and other style guides and experience in working with authors of non-English-speaking background would be highly regarded.
2. Meticulous attention to detail and demonstrated ability to cut through jargon and express complex ideas in clear, concise written English.
3. High degree of competence and proven experience in the use of Microsoft Word and, preferably, Adobe InDesign and Microsoft Excel.
4. Demonstrated ability to meet production deadlines under limited supervision.
5. Knowledge of Indonesia and its national language and an interest in economics are desirable but not essential.
6. Demonstrated capacity to work harmoniously and effectively within a small team and with a diverse range of people, including academic colleagues, authors, publishing personnel, editors and proofreaders.
7. 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/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |

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| Arianto Patunru |

 | **Uni ID:** | 3136898 |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | CAP | **Dept/School/Section** | Crawford School  |
| **Position Title** | Associate Editor  | **Classification** | ANUO6/7 |
| **Position No.** | 25196 | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **Regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** | Arianto Patunru | **Date:** | 3136898 |