



## Position Details

### Communication & Information – CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	Journals Manager
<b>Job Reference</b>	100049
<b>Tenure</b>	Specified Term of 2 years Full-time
<b>Salary Range</b>	AU\$96,811 – AU\$109,527 per annum plus 15.4% superannuation
<b>Location(s)</b>	Clayton, VIC (preferred) Other CSIRO sites around Australia may be considered
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian/New Zealand Citizens and Australian Permanent Residents
<b>Position reports to the</b>	Head, Journals Publishing
<b>Client Focus – Internal</b>	25%
<b>Client Focus – External</b>	75%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Contact Jenny Foster via email at <a href="mailto:jenny.foster@csiro.au">jenny.foster@csiro.au</a> or phone +61 3 9545 8414
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> or call 1300 984 220.

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](#).

### Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

### Role Overview

CSIRO Publishing is an editorially independent science and technology publisher of books, journals and magazines with a strong emphasis on digital publishing. The business unit is owned by and

operates within CSIRO on a commercial basis with its viability dependent on the capacity to generate revenue and sufficient return on investment.

The Journals Manager is responsible for managing the operation of a portfolio of scholarly journals and editorial boards to execute strategic priorities for journals, contributing to increasing journal growth, quality, and reputation, consistent with the CSIRO Publishing strategy and CSIRO Values. The Journals Manager reports to the Head, Journals Publishing, and takes direction from the Journal Publishers and liaises with internal teams to deliver excellent levels of service and advice to editorial boards.

The Journals Manager will:

- be the primary point of contact with editorial boards to share information, resolve issues promptly, and drive strategy.
- act as a trusted advisor with a sound understanding of the requirements of successful journal publishing.
- act as a conduit for information between internal and external teams as appropriate.
- liaise with internal teams - delegating up / sideways / down where necessary.
- provide a high level of service to Societies by delivering on Publishing Agreements and renewing Publishing Agreements.
- manage finances for their portfolio against set budgets.

## **Duties and Key Result Areas**

- Be responsible for high functioning editorial boards by:
  - guiding editorial boards in following Committee on Publication Ethics (COPE) best practice guidelines and CSIRO Publishing policy;
  - supporting editorial boards in the transition to Open Access;
  - guiding Editors-in-Chief to effectively manage and engage with editorial boards, including appointing and replacing editors as needed, paying attention to diversity targets;
  - monitoring and reporting on Editor-in-Chief performance to agreed KPIs;
  - developing and implementing succession plans for Editors-in-Chief;
  - circulation of journal reports and citation analyses, and ensuring action around pain points and opportunities;
  - communication of publishing policies and procedures, and new developments;
  - organising, hosting, and preparing minutes for editorial board meetings.
- Contribute to growth by:
  - planning special issues and invited papers in consultation with editorial boards;
  - overseeing commissioning performance of Editors-in-Chief, Editorial Boards and Guest Editors to agreed KPIs;
  - collaborating with internal and external teams to maximise impact / delivery of special content (see also below);
  - guiding Editors-in-Chief to use their networks to promote Institutional Open Access Agreements;
  - working with internal and external teams to integrate new journals into the existing suite;

- delivering on society agreements to assist with retaining and growing society partnerships.
- Make content accessible, discoverable, and visible through a range of outreach activities by:
  - identifying opportunities to build relevant communities around our journals (partnering with relevant societies; recruiting journal-specific social media editors; promotional strategies to attract new audiences);
  - working with editorial boards to identify relevant indexing opportunities and make applications;
  - conference planning including associated collateral;
  - travelling to conferences to present a positive face for the journals and CSIRO Publishing;
  - planning virtual issues;
  - collaborating with internal teams to plan promotional campaigns;
  - organising student prizes;
  - arranging sponsorships;
  - liaising with editorial boards to improve identification of newsworthy papers for sharing with Scimex;
  - writing content for bi-annual Journal Publishing Newsletter to key stakeholders.
- Under general direction, apply knowledge and skills to set work priorities and develop procedures and practices where there is a range of possible alternatives and methods of approach and use judgement to select the most suitable option considering internal and external factors.
- May negotiate with clients to establish service deliverables and obtain and act on feedback from clients.
- Take personal responsibility for client satisfaction and correct problems promptly and in a constructive manner.
- As required, establish networks with other professionals in their field to ensure that the information/technology being utilised continues to add value to the Business Unit operations.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
- Work collaboratively as part of a multi-disciplinary team to carry out tasks in support of CSIRO scientific objectives.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

## **Selection Criteria**

### **Essential**

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A tertiary qualification in a relevant STEM field.
2. Sound business awareness of STEM publishing policy, trends and developments, including awareness of competitor landscape, the importance of diversity and inclusion, and funding trends.

3. Experience in working collaboratively with Editorial Boards, and being able to communicate and present effectively at Editorial meetings.
4. Experience in commissioning scientific content.
5. Highly-developed and influential communication skills, with experience in building positive internal and external relationships and a commitment to excellent stakeholder service.
6. Demonstrated ability to think critically and flexibly, apply excellent analytical skills and judgement, and use initiative to advise on workable solutions to complex problems.
7. Demonstrated ability to work successfully both independently and in a team environment, and contribute to collective outputs.
8. Strong prioritization skills including the ability to manage multiple stakeholders and projects efficiently and concurrently.
9. Have the willingness and flexibility to travel nationally and internationally.

### Desirable

1. Experience as a STEM author in peer reviewed journals.
2. Experience monitoring and working within budgets.
3. Track record of working across geographies and with diverse nationalities and cultures.
4. Experience creating and delivering PowerPoint presentations.

### Required Competencies

- **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
- **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others' reactions.
- **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
- **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
- **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

### Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

- The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate must be willing, flexible and able to travel nationally and internationally.

## About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) and [CSIRO Publishing](#) for more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted