# Position Details

## Communication & Information- CSOF2

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| The following information is for applicants | |
| Advertised Job Title | Editorial Assistant - Publishing |
| Job Reference | 75392 |
| Tenure | Specified Term of 12 months  Part-time 0.75 FTE or 55 hours/fortnight |
| Salary Range | AU$48,572- AU$62,611 (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, Victoria |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Journals Publisher – Journal Management |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Alice Hall, [alice.hall@csiro.au](mailto:alice.hall@csiro.au) or +61 (0)3 9545 8531 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The role of Communication and Information staff in CSIRO is to support the delivery of science/research through the provision of effective communication and management of information, and the editorial or industry liaison service, either within or outside CSIRO, to enhance CSIRO's public image and promote its capabilities. The role may involve the storage, retrieval and protection of information. Communication and Information staff typically interact with industry groups, other government agencies, professional groups, media and the general public.

The Editorial Assistant is responsible for driving manuscripts through a peer-review process for a number of scholarly journals. The role delivers high levels of service to editors and authors and contributes to raising journal quality and reputation. The Editorial Assistant will also act as a moderator for scheduled online writing workshops using the WebEx or Teams platforms.

### Duties and Key Result Areas:

* Operate an online system (ScholarOne) to drive scholarly manuscripts through the peer review process, to defined workflows and timelines.
* Maintain accurate records of submissions, peer review and email/telephone communications in the online system.
* Enter submissions into ScholarOne Manuscripts as required.
* Check author submissions for completeness and accuracy.
* Correspond with authors, reviewers and editors regarding manuscripts and workflows.
* Set up automatic (and ad hoc) ScholarOne reports as required.
* Ensure all manuscripts move through ScholarOne Manuscripts to pre-defined timelines.
* Monitor submissions for special issues to defined timelines and provide progress reports to Guest Editors and Publishers.
* Share information and feedback from external stakeholders with Journal Publishers.
* Communicate with Journal Publishers any issues or problems relating to manuscripts and the peer review process.
* Ensure processes are followed by authors, reviewers and Editors in the use of ScholarOne Manuscripts to maintain compliance with best practice publishing standards
* Issue invoice requests to Editors for manuscript handling payments (includes invoicing, collection of tax declaration forms & correspondence).
* Check and maintain appropriate records of copyright licences.
* Source and prepare data for journal reports and meetings, suggesting areas for potential improvement to processes.
* Respond to customer questions in the defined timeframe.
* Set up gratis trial subscriptions for referees and authors as requested.
* Provide instruction and assist other staff in the Editorial Assistant team to complete allocated routine tasks and activities, as required.
* Act as a moderator for scheduled online writing workshops using the WebEx or Teams platforms, ensuring smooth running of platforms, breakout ‘rooms’, chat/Q&A sessions, supply of resources and post-event feedback.
* Supporting participants attending online writing workshops with technical matters (e.g. access to the meeting, using sound and video) and liaising with the IT support team when necessary.
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
* **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
* **Adaptability:**Accepts the need for change to work routines or technology.

## **Selection Criteria**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant industry work experience
2. Proven organisational skills and attention to detail in running processes while providing high service levels to stakeholders.
3. Proficient computer skills including MS Office suite (Word, Excel, Outlook), Windows, Jabber, Webex, Teams and willingness to learn and adapt to new technologies.
4. Knowledge of peer review, particularly experience with online manuscript submission systems (e.g. ScholarOne Manuscripts)
5. Use excellent written and verbal communication skills to supply timely and accurate information in a professional manner to internal and external stakeholders
6. Demonstrated ability to use initiative in selecting appropriate solutions, remaining calm under pressure and knowing when to escalate an issue.
7. The ability to work effectively in a team and independently, positively contributing to the team environment.
8. The ability and willingness to contribute to improved solutions in work situations, trying creative ways to deal with routine problems and opportunities.

## **Desirable:**

1. Understanding of scholarly publishing and the publication process.
2. Tertiary qualifications in a science, technical or medical field.

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