

Position Title	Senior Editor
Group/Portfolio	Arts, Education and Law / Griffith Review
Classification	HEW 6
Position Number	00058457
Reports To	Editor, Griffith Review
Employment Type	Fixed Term 0.6FTE

1.0 Position Purpose

Griffith Review is a strategic and high-profile engagement initiative of Griffith University. The Editor has overall responsibility for the strategic and operational goals of Griffith Review, including its editorial output, vision, partnerships, viability and outreach. The incumbent leads the overall operations and is responsible for the effective editorial management of the publication, including edition planning, commissioning, production and distribution in print and online content and associated events and media activities.

The Senior Editor works alongside the Editor and Editorial Assistant of Griffith Review, and supports the objectives of the publication, by editing (structural and copy) material for print and online publication, managing the journal's print production process, preparing content for marketing purposes and supporting other activities as required.

Throughout the publication process, the Senior Editor will liaise with Griffith Review staff, contributors, external and internal stakeholders and suppliers.

The Senior Editor will work with the Griffith Review team to determine website content, marketing strategies and special projects, contributing to a dynamic publication and events program.

2.0 Eligibility Requirements

- The occupant of this position will hold a degree in writing, editing and publishing, journalism, professional communication, creative writing or related field, with subsequent experience in a print production, editorial, online, digital, design or publishing environment; or an equivalent combination of relevant experience, education and/or training.

3.0 Key Responsibilities

- Undertake copyediting and proofreading for the print and online iterations of Griffith Review, and for special projects as required, in accordance with established editing procedures, policies and schedules.

- Manage the typesetting and print production process for the journal's quarterly print editions, including liaison with internal and external stakeholders.
- Liaise with contributors in a professional, sensitive and timely manner.
- Support the Editor and Editorial Assistant with reading and assessing submissions received for print and online call-outs.
- Oversee management of the Griffith Review website, including the upload of new edition content, in consultation with the General Manager and other team members.
- Prepare précis of print and online content for marketing purposes and draft marketing copy according to the publication schedule.
- Source images for print edition covers and for online content, ensuring appropriate acquisition of all image rights and permissions where necessary.
- Compile collateral (including outside cover and photo essays) for the print edition using InDesign templates.
- Participate in regular editorial and all-staff meetings and contribute to organisational strategies and planning, including but not limited to the development, delivery and dissemination of digital content and the use of Griffith Review's archived material.
- To undertake other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including equity and health and safety, and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language across some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).