

## Position Description

### Editorial Officer, Marketing & Communications

Member Engagement & Support | Marketing & Communications | Clerks – Private Sector Award  
 2010: Level 4

<b>ABOUT THE RACP</b>	The Royal Australasian College of Physicians ('RACP') connects, represents, and trains specialists from a number of specialities across Australia and Aotearoa New Zealand. The RACP provides services to support the delivery of training, continuing professional development, and health policy and advocacy to medical health professionals.
<b>POSITION PURPOSE</b>	<p>Member Engagement &amp; Support has a strong outward, member facing focus with the primary aim of enhancing the membership experience.</p> <p>The Editorial Officer provides administrative and technical assistance to ensure the production and publishing of the internal Medicine Journal and Journal of Paediatric and Child Health.</p> <p>The role is part of the Marketing &amp; Communications team which is responsible for all internal and external communications for the College. This includes a shared responsibility for all media relations and external affairs.</p>
<b>KEY ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>- Manage each Journal's author and reviewer data on Research Exchange (ReX) program</li> <li>- Apply regular updates from ReX Release notes where applicable to streamline processes for users</li> <li>- Configure email templates on ReX as required</li> <li>- Update journal addresses on College data base</li> <li>- Prepare statistical update reports on ReX</li> <li>- Assist in preparation of the Journal's Annual Editorial Board Meeting; this includes editors' travel and set up of Meeting arrangements</li> <li>- Assist in preparation of the Journal's Teleconferences</li> <li>- Word processing, data entry, filing and photocopying as required</li> <li>- Assist with organising of events/meetings</li> <li>- Other projects/tasks as required by the Editorial Office Manger</li> </ul>
<b>COMPLEXITIES</b>	<ul style="list-style-type: none"> <li>- Balancing the needs of two journals and their editors.</li> <li>- Working without an on call support desk – immediate support is not always available for ScholarOne Manuscripts</li> </ul>
<b>ROLE DIMENSIONS</b>	<p>Reporting Line: Head of Marketing &amp; Communications                  Direct Reports: N/A                  Team Reports: N/A</p>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>- Collaborates: Building partnerships and working collaboratively with others to meet shared objectives</li> </ul>

	<ul style="list-style-type: none"> <li>- Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</li> <li>- Customer Focus: Building strong customer relationships and delivering customer-centric solutions</li> <li>- Interpersonal Savvy: Relating openly and comfortably with diverse groups of people</li> <li>- Plans and Aligns: Planning and prioritising work to meet commitments aligned with organisational goals</li> <li>- Situational Adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations</li> <li>- Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement</li> <li>- Demonstrates Self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses</li> <li>- Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm</li> </ul>
<p><b>EXEPIERIENCE</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- Knowledge of web-based interfaces</li> <li>- Data entry experience</li> <li>- Content management experience</li> <li>- Effective written and oral communication skills</li> <li>- Attention to detail</li> <li>- Demonstrated ability to work accurately, under pressure and to deadlines</li> <li>- Initiative and ability to prioritise workflow from senior staff to meet deadlines</li> <li>- Ability to work cooperatively in a team environment</li> <li>- Professional and helpful manner</li> <li>- Pro-active approach to work tasks</li> <li>- Good organisational and record keeping skills.</li> <li>- Ability to manage time and work with minimal direction.</li> <li>- IT Capabilities: Advanced skills in Adobe applications Microsoft Office Suite, SharePoint and video/teleconferencing platforms</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>- Relevant qualifications</li> <li>- Experience in web design and training</li> <li>- Knowledge of peer review programs for scholarly publications</li> <li>- Relevant experience in an educational or health environment</li> </ul>

We are  
**Accountable**

We act with integrity, taking responsibility for actions and outcomes.

We  
**Collaborate**

We share information, foster participation, and build relationships for common goals.

We  
**Indigenise and Decolonise**

We partner, resource and embed Indigenous knowledge and ways to accelerate culturally safe change, to achieve equitable Indigenous futures.

We  
**Lead** the way

We reflect, adapt and learn in delivering best practice.

We are  
**Respectful**

We recognise our rich diversity and value each other's needs and contributions.