

# ANROWS

AUSTRALIA'S NATIONAL RESEARCH  
ORGANISATION FOR WOMEN'S SAFETY

*to Reduce Violence against Women & their Children*

## Information package – Publications Officer

### Primary purpose of the position

Australia's National Research Organisation for Women's Safety (ANROWS) is seeking a publications officer, skilled in both copyediting and proofreading and able to use those skills to ensure ANROWS publications, resources and communications are succinct, consistent and of a high standard.

The publications officer will apply the ANROWS voice across resources and communication pieces disseminating research findings on domestic, family and sexual violence to a variety of stakeholders.

The position will support the coordination of the publications process and will work in collaboration with project officers to achieve shared goals.

### About ANROWS

ANROWS aspires to be an innovative research organisation with authoritative leadership and high impact to support the *National Plan to End Violence against Women and their Children 2022–2032* (the National Plan). Our mission is to deliver relevant and translatable research evidence which drives policy and practice, leading to a reduction in the levels of violence against women and their children.

ANROWS is funded primarily by the Commonwealth and state and territory governments of Australia to assist them in achieving the National Plan's vision of women and children living free from violence and in safe communities.

### About the position

This is a 0.6 FTE position (22.5 hours per week) reporting to the Director, Communications and Engagement, and is located at the ANROWS national office Sydney CBD. The appointment is for a period of 6 months from commencement date.

### Remuneration and leave entitlements

The salary range for this position is based on \$84,942 per annum (pro rata for part time) plus 11.5 per cent employer contributions to the employee's chosen superannuation fund with the option to sacrifice salary. ANROWS staff are entitled to four weeks' annual leave, in addition to personal and sick leave.

## Key responsibilities

- Provide editorial and copywriting support for both internal and external authors and editors and ensuring communications are fit for purpose and in plain English.
- Proofread ANROWS publications, resources and other documents. This includes formatting document text to suit the ANROWS Style Guide, reference checking, and formatting and preparing copy for publication.
- Coordinate with a range of internal and external stakeholders on timelines, progress, barriers and provide updates regularly.
- Assist internal and external researchers in using EndNote for referencing and add resources to the ANROWS EndNote Library.
- Provide support as needed with maintaining the ANROWS library and Style Guide.
- Provide assistance to the CEO and Director as required.

## SELECTION CRITERIA

### Essential

1. Tertiary degree or other qualifications in publishing, editing, English, communications or social sciences.
2. Demonstrated experience in the production and distribution of a range of electronic communications for diverse audiences.
3. Experience in proofreading and copyediting academic and research publications for diverse audiences, including demonstrated ability to edit publications with dense statistical information and work sensitively with authors. Demonstrated ability to use EndNote or similar reference management tool proficiently.
4. Excellent attention to detail, impeccable grammar skills and experience using, and preferably also developing, style guides.
5. Strong organisational and project management skills and demonstrated capacity to work in a high-pressure environment, including the ability to respond to emerging priorities.
6. Excellent written and verbal communication skills.
7. Demonstrated strong interpersonal communication skills, including proven capacity to build and maintain positive professional relationships and partnerships and to liaise and collaborate with diverse stakeholders.

### Desirable

1. A sound understanding of the issues surrounding domestic, family and sexual violence.
2. A formal qualification in editing.
3. Website content management system experience

### Further information

Any questions regarding the position should be directed to: [hr@anrows.org.au](mailto:hr@anrows.org.au)

## Applications

Applications for the position close at **midnight on Sunday 29 September 2024**. To be considered for the position, applications **must** include:

- a covering letter addressing each of the essential selection criteria listed above
- a resume.

**Only those selected for interviews will be contacted.**

## Criminal history check

The successful applicant will be offered the position subject to a criminal history check (also known as a National Police Check).