

ANROWS

AUSTRALIA'S NATIONAL RESEARCH
ORGANISATION FOR WOMEN'S SAFETY

to Reduce Violence against Women & their Children

Position Description

Position title:	Publications Officer (Short term contract)
FTE:	Part time (.6)
Location:	ANROWS National Office
Reporting to:	Director, Evidence to Action
Financial delegation:	Nil
Date reviewed:	3 September 2024

Primary purpose of the position

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.

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, Evidence to Action 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