

Information package – Publications Coordinator

Primary purpose of the position

The Publications Coordinator is responsible for managing the end-to-end publication process for ANROWS's peer-reviewed research reports, policy briefs, practice guides, submissions, and other communications and knowledge products. This role ensures that all outputs meet high standards of quality, consistency, and accessibility, and reflect ANROWS's commitment to evidence-informed communication, gender equity, and inclusive practice.

Working closely with internal teams, external contractors (editors, designers, proofreaders, printers), and researchers (internal and commissioned), the Publications Coordinator ensures seamless workflows from manuscript to publication across digital and print formats.

About ANROWS

ANROWS is an innovative research organisation that was established as an initiative of Australia's first *National Plan to Reduce Violence against Women and their Children 2010–2022* (the National Plan) by the Commonwealth Government and all state and territory governments of Australia.

ANROWS is a unique research organisation, being one of the only national organisations across the world tasked with building, translating and disseminating the evidence base on women and children's safety to inform policy and practice.

As a registered harm-prevention charity and deductible-gift recipient, ANROWS also runs a research program funded by philanthropic funds (ANROWS Research Fund to Reduce Violence Against Women and their Children) and is periodically contracted by service providers and other Government stakeholders to conduct evaluation and research projects.

About the position

This is a 1.0 FTE position (37.5 hours per week) reporting to the Manager, Strategic Communications & Media, and is located at the ANROWS Sydney CBD office, remote or hybrid will be considered. The appointment is from the date of commencement until 30 June 2027, with the option to extend, subject to continued funding, beyond that date.

Remuneration and leave entitlements

The salary range for this position is \$89,993 to \$95,491 per annum plus 12 per cent employer contributions to the employee's chosen superannuation fund with the option to salary sacrifice. ANROWS staff are entitled to four weeks' annual leave, in addition to personal and sick leave.

Key responsibilities

Publication Project Management

- Coordinate and track workflows for ANROWS publications, including research reports, policy and practice resources, and other engagement outputs.
- Develop and maintain production schedules, ensuring version control and timely delivery.

- Maintain publication registers and digital archiving systems.

Editorial and Production Oversight

- Liaise with internal and external researchers, editors, proofreaders, and designers as required.
- Conduct copyediting or proofreading where appropriate.
- Ensure all outputs adhere to ANROWS's editorial style, referencing standards, and brand guidelines.

Accessibility and Quality Control

- Ensure all publications meet digital accessibility standards and are suitable for a broad and diverse audience.
- Coordinate the production of accessible versions (e.g., screen-reader accessible PDFs, HTML), ensuring timely release.
- Conduct final quality assurance checks across all formats before publication.
- Maintain and update ANROWS's editorial style guide and publication templates.

Cross-Team Collaboration

- Collaborate with internal teams to ensure message alignment and publication quality.
- Support internal teams in preparing publication-ready content and provide guidance on structure and formatting.

Vendor and Contractor Coordination

- Oversee freelance editorial and design contractors, ensuring clarity of briefs and timely delivery.
- Manage relationships with external providers, including printers and accessibility consultants.

Capabilities and Experience

Essential criteria

1. Demonstrated experience in editorial or publishing roles, preferably in research, government, academic, or policy environments.
2. Strong project management skills and ability to manage multiple workflows simultaneously.
3. High attention to detail and commitment to producing high-quality, accessible publications.
4. Strong understanding of publication formatting, referencing systems, and plain language principles.
5. Excellent interpersonal and communication skills, with the ability to work collaboratively across teams.

Desirable criteria

6. Experience working with accessibility standards and publishing for screen readers.

7. Proficiency with publishing tools (e.g., Adobe InDesign, Microsoft Word styles, accessibility checkers).
8. Knowledge of trauma-informed, feminist, and/or intersectional approaches to content development.
9. Experience in commissioning or managing freelance contractors.

Values and Cultural Fit

- Commitment to ANROWS's vision of ending violence against women and children through evidence-informed action.
- A values-driven professional who works collaboratively, with integrity and respect.
- Commitment to gender equity, intersectionality, and cultural responsiveness.

Further information

For any enquiries regarding this position, please contact Emmagness Ruzvidzo via email at emmagness.ruzvidzo@anrows.org.au.

Applications will be reviewed on a **rolling basis**, and shortlisted candidates may be invited for an interview.

How to apply

To be considered, please submit the following:

- A cover letter addressing the essential selection criteria outlined above
- An up-to-date copy of your CV

Criminal history check

The successful applicant will be offered the position subject to a National Police Check.