

Position Title: Journal of Neurochemistry Managing Editor	Date Prepared: 21/11/2022
Position Reports To: EiC / Andrew Lawrence	Theme/Team: JNC Ed Office
Classification: RO3	Location: Kenneth Myer Building, Parkville with flexibility to travel as required
Key Relationships: <u>Internal:</u> <ul style="list-style-type: none"> • Editor-in-Chief (EiC) • Editorial Coordinator • Social Media and Communications Coordinator <u>External:</u> <ul style="list-style-type: none"> • Editorial Board members • Wiley (Publisher) • International Society for Neurochemistry (ISN) Executive Officers & Publication Committee 	Primary Purpose: <p>The Journal of Neurochemistry (JNC) is a leading international scientific journal. The Editorial Office Manager will oversee the overall journal strategy and operations to promote visibility and ensure sustainability of JNC as a leading international medium for dissemination of neuroscience research based on impact, global rankings and reputation.</p>
Primary Responsibilities: <ul style="list-style-type: none"> • Lead the development and roll out of journal strategy, mission, and scope of JNC in consultation with key stakeholders to maintain JNC's position as the primary international journal for publishing neuroscience research • Oversee the end-to-end editorial and peer review process for quality assurance of scientific manuscripts • Liaise with publishers to ensure smooth end-to-end delivery of publication operations • Ensure journal compliance with best-practice ethical and scientific integrity policies for scholarly publishing in consultation with EiC, ISN Publication Committee & publisher • Prepare high-quality documents including annual reports, user performance metrics, journal metadata, and formal notices such as retractions or corrigenda • Write, edit, and publish expert content, reflecting the views of the journal's current agenda and policy • Organise and attend local and international conferences and strategy workshops to promote JNC by establishing short- and long-term collaborations with field experts • Liaise with a global team of editorial board members comprising key thought leaders in neuroscience • Ensure the smooth day-to-day running of the editorial office • Establish and maintain relationships across member societies • Pursue business opportunities to promote visibility, sustainability, and development of JNC • Shape and drive the coverage of the JNC and its image within the scientific community • Support the collective vision and mission of the Florey through 	

- open and collaborative communication that promotes positive and respectful relationships
- fostering and supporting innovation within the team and broader Institute teams
- excellence in practice driven by a focus on equity, diversity and inclusivity

Occupational Health & Safety:

- Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure
- Continually incorporate and support improvement of the management of OH&S practices for Florey related activities
- Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing

Skills/Qualifications:

- PhD in neuroscience (essential)
- MBA (preferable)
- Neuroscience research experience
- Longstanding editorial strategy experience
- Excellent communication skills (oral/written)

Experience/Knowledge:

- Relationship management
- Negotiation and people management
- At least 5 years' experience in academia
- Prior experience managing, writing and editing scientific journals
- Prior experience producing and supporting scientific communication in neurochemistry or related fields

General Attributes:

- Exceptional written and communication skills
- Excellent interpersonal skills
- Ability to extract and leverage the skills, experience and knowledge of individuals in the team
- Highly organised, self-starter
- Innovation to make content engaging
- Strong attention to detail
- Systems thinking and ability to see the broader picture
- Ability to work both autonomously with minimal supervision and foster a culture of collaboration and teamwork

Employee Name:

Employee Signature:

Date: