



The Society of Hospital Pharmacists of Australia

Position Description

Editor-in-Chief, *Journal of Pharmacy Practice and Research*

Date:	Immediate start
Probation Period:	6 months with a 3 month review
Responsible to:	Chief Executive, SHPA
Hours:	As required
Salary:	\$20,000 range plus salary packaging and superannuation
Classification:	Part-Time permanent

Position Description:

Responsible to the Chief Executive, SHPA, the Editor-in-Chief of the *Journal of Pharmacy Practice and Research* (JPPR) is responsible for the editorial direction of the journal, triaging and allocating of manuscripts, liaising with SHPA on strategic alignment and the provision of editorial services in general.

Note: SHPA is not liable to supply any tools or resources required to provide the services of the position.

Key Duties:

1. Journal

- Direct peer-review process for all manuscripts submitted by authors for consideration for publication in the JPPR, act as final arbiter on all decisions regarding acceptance or rejection of manuscripts, ensuring issues are delivered to deadline and an exceptional standard.
- Declare any conflicts / competing interests before accepting a manuscript and submitting own manuscripts to the JPPR; adhere to ethical principles and best practice guidelines including the Code of Conduct for Journal Editors set forth by the Committee on Publication Ethics (COPE), and policies set by SHPA and Wiley Publishing.
- Conduct initial review and determine the suitability of manuscripts to enter the peer-review process, including any need for preliminary Plain English, statistical or other specific review by external experts and manage allocation to Associate Editors. Review summarised feedback from peer-reviewers and/or statisticians via Associate Editors and compile responses to the authors seeking amendments as required.
- Perform editorial services when essential, including copyediting in accordance with the JPPR Style Guide and other relevant JPPR and Publisher guidelines.
- Solicit relevant linked editorial pieces where appropriate, and other content to support the strategic growth of the Journal; support Early View publication in accordance with Publisher schedules, and assign peer-reviewed and solicited content to Journal issues in accordance with Publisher schedules/deadlines.

- Provide advice on revisions to relevant JPPR and Publisher policies or guidelines, ensuring they effectively frame the journal as contemporary and accessible.
- Contribute to growth strategies in conjunction with the Publisher and SHPA, including expansion of advertising opportunities and subsequent revenue.

2. Editorial Committee

- Chair Editorial Committee meetings and where possible, other ad hoc meetings that might be required.
- In consultation with SHPA and the Publisher, assist in the recruitment and selection of new members of the Editorial Committee and the Editorial Advisory Board as required and in consultation with SHPA and Wiley Publishing.
- Represent JPPR in relevant professional forums.

Key performance indicators:

Key performance indicators include accountability for the journal's business model – audience growth and increase in scientific merit and progression of the journal to Medline indexing – as well as consistent editorial processes and production timelines and management of Associate Editors, all in partnership with SHPA and to be confirmed with candidates at interview stage.

Required skills and experience:

Essential

- BPharm degree
- Minimum of eight years in clinical pharmacy editing and publishing
- Familiarity with JPPR guiding documents including Style Guide and publishing guidelines
- Existing network of Australian hospital pharmacists, researchers and/or academics
- Excellent strategic understanding of current and future challenges and opportunities in Australian pharmacy
- Excellent attention to detail, adherence to timelines (external and self-set) and ability to improve ESL authorship

Preferable

- Degree associated with writing and/or editing
- Excellent proficiency in Microsoft Office suite
- Experience with online document management systems

Expressions of interest

Please submit your **current CV** with cover letter to Nick Sharp-Paul: nsharp-paul@shpa.org.au

Applications will remain open until the position is filled.