



Publications Editor

Position Description

Role Summary

The Publications Editor plays a lead role in creating the direction, content and editorial of the College's numerous publications and news sharing platforms. As part of the Communications and Marketing team, this position is responsible for writing and coordinating the production of the College's biannual magazine, managing the content and production of the annual yearbook, developing content for the College's website, intranets, prospectus and brochure suite, and managing various other publications and programs.

With substantial editorial experience and the ability to create compelling content to engage diverse audiences, this role requires flexibility, adaptability, effective time management, and excellent communication skills to collaborate with a wide range of stakeholders across the School.

Responsibilities

Responsibilities include, but are not limited to:

- Write and coordinate the production of the College's biannual magazine, *Great Scot*
- Manage content and production of the annual official yearbook. *The Collegian*
- Produce the school's annual report
- Develop content for the College's website, intranets, handbooks, Prospectus and other collateral
- Manage various other publications and programs

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;



Publications Editor

Position Description

- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Solid editorial experience and an understanding of how to create engaging content
- Project management skills and the ability to coordinate content from various stakeholders to produce high quality publications in a timely manner
- Excellent writing and organisational skills
- High degree of discretion, diplomacy and tact
- Excellent interpersonal and communication skills, with the ability to build relationships across all levels of the school
-
- Relevant tertiary qualifications and experience

Reporting To

Director of Communications and Marketing