



Australian Infection Control Association

Healthcare Infection

Position Description: Assistant Editor

Term: 2 years, with the option to continue for a second term conditional upon their performance being considered satisfactory by the Executive of the Australian Infection Control Association Inc. (AICA).

Key responsibilities:

- To assist with the coordination of the quarterly production of the journal
- To liaise with the Editor-in-Chief and CSIRO Publishing to produce a financially viable journal in a timely manner
- To liaise with and contribute as a member of the AICA Executive team, when required

Reports to:

- Healthcare Infection Editor-in-Chief
- AICA membership: assists with providing a report on journal activities for the AICA membership

Primary Tasks: assists with

- Submitting specific publication deadline dates annually
- Ensuring that the financial management of the journal is in accordance with accepted practices
- Coordinating and periodically reviewing the Editorial Board
- Enlisting new peer reviewers
- Ensuring production of four issues of the journal per year in accordance with publishing deadlines
- Proof reading material submitted for publishing
- Acknowledgment and forwarding complimentary copies of the Journal to authors
- Ensuring content on the AICA website is current
- Evaluating opportunities to market the journal both within Australia and internationally

Selection Criteria

Essential:

- Currently a credentialed infection control professional
- Has published at least one article in a peer reviewed journal as the first author
- Has published additional articles as a co-author in a peer reviewed journal and has had experience as a peer reviewer.
- Is a current financial member of AICA

Desirable:

- Has a higher qualification such as masters degree
- Has had previous editorial experience
- Has demonstrated ability to work to structured timeframes

Must be able to provide 2 professional referees