

POSITION DESCRIPTION



Name:

Job title: Editor, Primary

Date: September 2021

Department: Primary Publishing

Reports to: Managing Editor – Primary

Basic purpose

The Editor, Primary is responsible for editing a range of print and digital frontlist titles, working closely with the Managing Editor and other team members to ensure quality and schedules are maintained.

Principal accountabilities:

Key Outcome and Area	% of Total Job	Objectives and Tasks	Core Competencies	Standards
In consultation with the Managing Editor, perform a range of editorial tasks	65%	<ul style="list-style-type: none"> Edit a variety of Primary print and digital titles, from manuscript to press-ready stage. Ensure titles follow Cengage Primary house style. Compile photo and permissions lists. Prepare artwork briefs and select and commission suitable illustrators. Plan and coordinate photo shoots. Work closely with photographers during shoots to ensure optimal results. Monitor artwork, photo and permissions budgets. Work with the Managing Editor and production controllers to ensure that all Primary titles are published to schedule. Ensure that the highest editorial standards are maintained in all Primary titles. 	<ul style="list-style-type: none"> Sound editorial skills Meticulous attention to detail Excellent written and verbal communication skills Excellent grasp of English grammar Sound problem-solving abilities and follow through Ability to manage and prioritise own workload to ensure deadlines are met Advanced knowledge of MS Office applications and Adobe Pro Ability to follow policies and procedures and maintain standards 	<ul style="list-style-type: none"> Works conscientiously to ensure titles are editorially sound, published to a high standard and on schedule Demonstrates high level of accuracy Actively seeks solutions to problems that arise, questioning the status quo and willingness to take calculated risks Has a customer-first focus, putting learning first Demonstrates friendly, transparent, and proactive communication

		<ul style="list-style-type: none"> • Ensure in-house processes are always followed and, when appropriate, suggest improvements to existing processes. • Any other duties as directed. 	<ul style="list-style-type: none"> • Sound knowledge of current print and digital production technologies and procedures 	<ul style="list-style-type: none"> • Sets the bar higher to achieve the best possible outcomes • Adheres to policies and procedures • Maintains house style and standards • Embraces Cengage core values, ethos and credo
Communication and teamwork	15%	<ul style="list-style-type: none"> • Communicate effectively and appropriately with authors and other external suppliers. • Communicate and liaise with colleagues in other functional areas. • Attend fortnightly work-in-progress meetings and report on the status of specific Primary titles. • Attend fortnightly editorial team meetings. • Share information and knowledge with colleagues. 	<ul style="list-style-type: none"> • Ability to organise detailed and complex information so it is able to be understood by others • Excellent interpersonal skills and the ability to work within a close-knit team and build relationships with key contacts throughout the organisation • Ability to listen to and understand editorial and publishing aims • Ability to contribute to discussion in a friendly, clear manner 	<ul style="list-style-type: none"> • Demonstrates friendly, transparent and proactive communication • Shares mutual ideas and learning in a team environment • Shows respect for others • Embraces Cengage values and core competencies • Attends and actively participates in meetings • Ability to work within a team and respect diverse thoughts and backgrounds
Continuous Improvement	10%	<ul style="list-style-type: none"> • Supports Continual Improvement processes throughout the entire project. • Seek opportunities to enhance documentation, processes and supported systems to improve processes and procedures. 	<ul style="list-style-type: none"> • Problem-solving abilities with keen attention to detail and follow through • A willingness to support and help others • Analytical and problem-solving abilities • Ability to use initiative and take responsibility 	<ul style="list-style-type: none"> • Is dedicated to continuous improvement and improved efficiency • Self-initiates training and development of knowledge • Demonstrates initiative for issue resolution

		<ul style="list-style-type: none"> • Keep abreast with the continual changes in your field of expertise including any digital and technology developments. Share knowledge with manager and team. • Actively seek opportunities to extend and enhance personal knowledge and skills in order to better support customers and colleagues. 		<ul style="list-style-type: none"> • Participates in and contributes to processes improvement projects • A positive attitude to problem solving, questioning the status quo and willingness to take risks
Workplace health and safety	10%	<ul style="list-style-type: none"> • Be aware of duty of care and act in a safe manner. • Ensure all company WH&S policies and procedures are adhered to. • Be familiar with property security, first aid and fire emergency procedures. • Report any hazardous situations, incidents or accidents and take immediate action if applicable to reduce risk of injury. • Participate in WH&S investigations when required. 	<ul style="list-style-type: none"> • Ability to follow policies and procedures • Ability to use initiative and take responsibility • WH&S aware • Analytical and problem-solving abilities 	<ul style="list-style-type: none"> • Adheres to WH&S policies and procedures • Increases WH&S awareness • Demonstrates a positive attitude to WH&S • Reduces number of WH&S incidents

Direct reports: Nil

Main contacts:

Internal: Managing Editor, Publishing Manager, publishers, editors, production controllers, permissions researchers, designers.

External: Freelance editors and proofreaders; authors; consultants; illustrators; photographers.

Education/Qualifications/Experience

- degree-level education
- post-graduate qualification in editing and publishing, and professional editing experience, preferably of educational material, both fiction and non-fiction (at least two years' experience desirable)
- eligibility for a Victorian Working with Children Check card (mandatory)

Our Ethos:

<p>Put Learning First: We accelerate new ways of lifelong learning for everyone, including ourselves, with a relentless focus on our customers</p>	<p>Embrace the Unknown: We question the status quo and take calculated risks to transform how the world learns. We are resilient and audacious</p>	<p>Set the Bar Higher: We challenge others, and we challenge ourselves even more. We are always improving and never satisfied. We are unstoppable</p>	<p>Do More Together: We are powered by people with diverse thoughts and backgrounds. We collaborate to create a whole that is stronger than the individual parts.</p>	<p>Be Candid: We take ownership of everything we do and treat each other with mutual respect. We are transparent because we see problems as opportunities to improve.</p>
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