POSITION DESCRIPTION

Associate Editor
Journal of Emergency Primary Health Care

SCOPE

The Associate Editor will lead, develop and implement strategies enabling the JEPHC to achieve an international ranking of excellence.

The function of the Associate Editor is critical in maintaining the quality and standards of the JEPHC. Associate Editors are senior members of the JEPHC Editorial team who provide technical and intellectual content expertise in determining the suitability of manuscripts submitted for publication. Associate Editors assist the Editor with the strategic and day-to-day activity of the JEPHC, including mentor reviewers and authors of the JEPHC. Associate Editors elicit high quality reviews of manuscripts submitted for publication, correspond and work with authors and reviewers, obtain revisions as needed, and mediate technical issues and differences. Other functions include corresponding with reviewers, authors, technical editors, and others in accomplishing the necessary tasks that it takes to conduct quality reviews and make sound recommendations regarding the disposition of papers. Associate Editors have an obligation to uphold the standards and reputation of the JEPHC, and the needs of the readership. In addition to managing manuscripts, Associate Editors assist the Editor in developing the journal's aims, policies, editorial coverage, and in recruiting reviewers and members for the International Editorial Board.

KEY DUTIES

Under the direction of the Editor, key duties of the Associate Editor include:

• Design, develop and implement strategies to improve the international ranking of the JEPHC in the areas of clinical practice and professional standards;
• Lead the production and management of the JEPHC;
• Elicit timely and high-quality peer-reviews of manuscripts;
• Develop and implement editorial policy relevant to the JEPHC;
• Maintain the standards of the JEPHC;
• Develop and expand JEPHC to meet the needs of the readership;
• Promote and represent the JEPHC at national and international forums;
• Provide editorial support to authors and peer reviewers;
• Participate actively within the JEPHC International Editorial team;
• Relieve the Editor during absences and undertake other duties as directed by the Editor.

SELECTION CRITERIA

Applicants are required to:

• Be experienced in the field of emergency primary health care;
• Demonstrate extensive experience/expertise in emergency primary health care at an advanced level.
• Be actively engaged in clinical, educational, and/or research scholarship directed toward the development of emergency primary health care;
• Possess a higher degree, preferably a research higher degree or postgraduate clinical degree;
• Demonstrate excellent oral and written communication;
• Demonstrate significant experience in professional writing, editing, and/or publishing;
• Be technically proficient with electronic databases and document management systems.

TERM

Associate Editors will serve an initial term of two (2) years. Additional terms may be negotiated subject to satisfactory performance review determine by and the approval of the Editor. Associate Editors will receive an annual stipend/honorarium as determined by the Editor and the Executive Officer, Paramedics Australasia.

APPROVED

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