Position Description

POSITION TITLE:	Co-editor, Australian Journal of Electrical and Electronic Engineering (AJEEE)
UNIT:	Learned Society
RESPONSIBLE TO:	National Manager Learned Society

Purpose

The Australian Journal of Electrical and Electronics Engineering publishes a variety of contributions to the science and practice of electrical engineering. Major fields of interest include electronics and communications, electric energy, instrumentation and control, automation, computing, IT, computer science, and cybernetics. The AJEEE aims to publish reviewed technical papers in these major fields of interest, as well as in allied fields. All published papers in this journal are peer-reviewed.

The Editor is responsible for publishing good quality papers to schedule and ensuring the academic integrity of the journal.

Duties

Duties and responsibilities include:

- actively engaged in strategic activities that will raise the profile and quality of the journal
- keep Engineers Australia informed on the status of the journal
- actively manage the editorial team to ensure efficient and effective reviews and publication
- actively seek the views of authors, reviewers and editorial team members about ways of improving the journal
- support initiatives designed to reduce academic and professional misconduct
- support initiatives to educate authors about publication ethics
- ensure that non-peer-reviewed sections of the journal are clearly identified
- adopt authorship system that promotes good practice and discourages misconduct (such as identifying ghost and guest authors)
- ensure papers receive an objective and unbiased peer review and evaluation by at least two independent reviewers with knowledge of the subject matter
- As an Engineers Australia volunteer, the Editors must abide by the Engineers Australia code of conduct which can be found on the website www.engineersaustralia.org.au

Work health & safety (WHS) obligations

As an Engineers Australia volunteer, you must:

- Take reasonable care for your own health and safety in the workplace
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace
- Cooperate with Engineers Australia about matters of health and safety

- Comply with any reasonable instruction and cooperate with Engineers Australia's WHS policies and procedures
- Familiarise the broad meaning of 'workplace' in health and safety legislation and Engineers Australia WHS policies and procedures.

Communication and relationships

- This position reports to the National Manager Learned Society
- The role requires active liaison and communication with a wide variety of stakeholders, including the Editor, Chairs of both the Electrical College Board and the Information, Telecommunications, and Electronics Engineering College Board, as well as staff, volunteers, the Publisher, authors and reviewers.

Diversity and Inclusion at Engineers Australia

Engineers Australia is an equal opportunity organisation and we embrace diversity. We are committed to creating a safe inclusive environment for all employees and volunteers and building a team that represents a variety of backgrounds, perspectives, and skills.

Selection criteria

Essential

Engineers Australia journals aspire to be a top ranking peer-reviewed journals for the science and practice of engineering and, as such, the Editor should be a highly respected and recognised member of the academic and/or engineering community domestically and internationally, active in the engineering community, knowledgeable in global publishing dynamics, with extensive industry linkages, access to the academic network and proven leadership capacity.

All candidates must:

- be highly knowledgeable on strategies and indicators of high-impact journals
- have extensive professional network in academia, profession, and/or industries
- have extensive experience as an academic journal reviewer
- be willing to serve for a period of three (3) years
- be willing to do the job without financial assistance for self or institution
- be willing to attend required meetings and training activities expected of the role
- be a financial member of Engineers Australia or one of its technical societies
- be based in an accredited Australian university, or have strong ties with Australian industries

Desirable

- have served as an editor of a peer-reviewed journal and/or conference proceeding
- have a strong record of publications in refereed academic journals
- have a general understanding of the multidisciplinary nature of complex engineering works