

## Position Description

Position title:	Scientific Editor, <i>Journal of Physiotherapy</i>
Division:	Marketing and Communications
Location:	Melbourne
Reports to:	Manager, Content and Publications
Approved by:	CEO
Date approved:	December 2019

## About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of over 26,000 physiotherapists in Australia. It does so by advocating for access to quality physiotherapy services, providing leadership in the wider health landscape, creating lifelong information and learning opportunities for members, and promoting the value of physiotherapy to the community.

The APA is proud to have a great working culture and it is underpinned by our values:

- Professional
- Excellence
- United
- Community minded
- Visionary

## About the role

The Scientific Editor is responsible for upholding the Journal's mission (to publish significant research that has important implications for physiotherapy) and vision (to be the pre-eminent international publication of the science and practice of physiotherapy).

The Scientific Editor is therefore responsible for ensuring that the research content of the journal has received the required ethics approvals, is scientifically robust and novel, and has important implications for clinical practice or clinical research in the profession.

The appointment is an ongoing 0.6 FTE position.

## Key Accountabilities

- encouraging contributions to the Journal;
- conducting the triage and final disposition processes for submitted manuscripts;
- coordinating the peer review process for appropriate manuscripts;
- communicating with authors and potential authors;
- verifying the statistical analyses in manuscripts where possible, seeking external assistance as needed;
- editing the content of accepted manuscripts;
- ensuring conversion of tables and figures into Journal style in an acceptable electronic format for typesetting;
- writing or soliciting editorials;
- soliciting expert topical reviews;
- curating virtual special issues and co-authoring the related editorial;
- reviewing copyedited manuscripts and editorials, & ensuring the quality of copyediting;
- proofreading all typeset content;
- addressing correspondence about published content;
- maintaining awareness of developments in scientific research methods and publishing;
- liaising with the Editorial Board and International Advisory Board;
- identification of external peer reviewers including International Editorial Review Board members;
- liaising with the Journal's commercial publisher;
- liaising with the Australian Physiotherapy Association;
- attending Editorial Board teleconferences and meetings, including writing and presenting editor reports;
- contributing to journal policy; and
- raising the profile of the Journal through promotion in person and on social media, including preparing infographics and maintaining the editor's twitter account.

## Eligibility

The Scientific Editor must be a registered as a physiotherapist (or as a physiotherapist or physical therapist in their country of residence, for international applicants).

The Scientific Editor must be a member of the Australian Physiotherapy Association (or equivalent WCPT member organisation, for international applicants).

The applicant must hold a PhD.

## Essential Skills

The position of Scientific Editor demands an extremely high level of academic and scholarly expertise, with a track record of excellence in research. The following criteria are essential requirements for the Scientific Editor, except where marked as 'desirable'.

The Scientific Editor is required to have an extensive understanding of research design and methodology, including:

- methods to control bias in the design, analysis and interpretation stages of research;
- theories of statistical inference, statistical estimation and other approaches to data analysis;
- approaches to research synthesis, such as meta-analysis and network meta-analysis; and
- research terminology in both quantitative and qualitative approaches.

The Scientific Editor is required to be able to appraise the validity of submitted content, using skills such as:

- proficiency with using and interpreting plagiarism checking software;
- efficient literature searching to verify the appropriateness of references & study justifications;
- ability to identify ineligible study registration and unethical research procedures;
- ability to identify erroneous or implausible data; and
- proficiency with statistical software for verifying analyses using raw data (desirable).

The Scientific Editor is required to have excellent written skills, including the ability to:

- express ideas concisely, accurately and unambiguously;
- communicate with researchers who do not have English as their first language;
- communicate complex statistical and research concepts in plain language;
- assist authors with interpreting reviewer comments; and
- prepare content for promotion of the Journal & its content in person & via social media (desirable).

The Scientific Editor is also required to have expertise in:

- gauging the viability of manuscripts at the submission stage;
- liaising with authors regarding the likely viability of proposed manuscript submissions;
- gauging the relative merit of multiple manuscripts;
- checking hyperlinks, meta-data and labelling;
- proofreading, grammar, and spelling;
- ensuring correct drafting of tables and figures; and
- use of the commercial publisher's online manuscript processing software (desirable).