

Managing Editor

Work Integrated Learning in Practice

Title:	Managing Editor
Term:	2 years
Position type:	Volunteer
In-kind benefits	Complimentary registration for the annual NAFEA Conference
Reports to:	Editor in Chief
Direct reports:	IT Support/Website Editor

About the journal

Work Integrated Learning in Practice (*WIL in Practice*) is an open access journal established by the National Association of Field Experience Administrators Inc. (NAFEA) in 2020. It aims to disseminate good practice and learnings in work integrated learning (WIL), forming a valuable resource for NAFEA members and others with interest in WIL. The first edition is anticipated for publication in mid-2021.

This new journal aims to provide expert dialogue around WIL and also aims to provide a supporting mechanism for emergent researchers from a variety of backgrounds and levels of publishing experience. The journal accepts a range of papers, which may be broader than what might be found in other similar journals: research, technical or conceptual papers; literature, book or general reviews; case studies and viewpoints. Topics may include, but are not limited to:

- Equity and access to WIL
- Rural and remote WIL
- Improvement of WIL administrative processes
- Use of technology to enhance WIL administrative processes
- Evaluation of the benefits of industry partners/organisations hosting students
- Development of resources that support students, industry partners/organisations and supervisors on placement
- Special editions.

Audience

WIL in Practice is primarily intended for WIL practitioners, both professional and academic staff members engaged in and supporting the everyday practice of WIL in higher education, across

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all faculties, disciplines and professions. The journal is also intended to appeal to those who support WIL experiences more broadly, including equity and widening participation practitioners, policymakers and curriculum designers.

The papers published in *WIL in Practice* aim to reflect this broad range of contexts.

Role description

Working in partnership with the Editor in Chief, the Managing Editor is a senior member of the journal responsible for ensuring the effective and responsible operations of the journal. This role includes building and maintaining robust policies, practices and frameworks to enable identification and effective management of all risks to or arising from the journal. The Managing Editor oversees the technical infrastructure that supports the journal, as well as leading promotional and brand-maintenance activities as required.

The Managing Editor is the primary liaison with the NAFEA Executive Management Committee and is expected to report quarterly on journal operations. Where funds are allocated by the Committee to support journal activities, the Managing Editor shall be ultimately accountable for the proper use and reporting of such funds.

As the journal's first Managing Editor, the successful candidate will work collaboratively with the inaugural Editor in Chief and the NAFEA Executive Management Committee to design the technical and procedural infrastructure that will govern the journal's operations and ensure it is well set up for success.

Responsibilities

- Identify and manage operational and reputational risks to or arising from the journal, including ensuring good record keeping practices and compliance with relevant laws, standards and policies.
- Ensure procurement and maintenance of appropriate systems to support the effective operations of the journal.
- Oversee all marketing, promotion and brand management activities for the journal.
- Ensure responsible management of any finance made available to the journal from time to time.
- Report at least quarterly to the NAFEA Executive Management Committee on journal operations, including areas of risk and finance.
- In consultation with the Editor in Chief, make recommendations to the NAFEA Executive Management Committee as necessary to achieve the journal's strategic objectives.

Measures of success

When reviewing performance after 12 months, a successful Managing Editor will have:

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- Implemented technical platforms that enable the review, publication and distribution of the first edition of *WIL in Practice*
- Established a framework for appropriate documentation of journal activities and processes
- In collaboration with the Editor in Chief and Editorial Board, developed a risk register for the journal along with risk assessment matrix, appropriate controls and treatment plans

Selection criteria

The successful candidate for the *WIL in Practice* Managing Editor will:

- Have experience in higher education or publication administration, preferably in a leadership position
- Have experience working with boards or committees
- Possess strong business acumen, with a proven ability to manage risk, budgets and brand
- Demonstrate creativity and good judgement in addressing complex problems
- Hold membership with NAFEA, either as an individual or under institutional membership
- Be based in Australia.