***Australian Journal of International Affairs* Editor Position Description**

Vision for the AJIA

1. demonstrate a vision for the future direction of the AJIA including lifting the profile and impact of the journal

Academic and Professional Standing

1. be an accepted and highly regarded member of the academic community
2. have an awareness of and preferably experience in policy to ensure that the journal addresses topics relevant to the Australian Institute of International Affairs, the Department of Foreign Affairs and Trade and other decision-makers
3. possess a high degree of experience and seniority in his or her field.

Entrepreneurship and Initiative:

1. have an entrepreneurial attitude and be willing to formulate and implement new ideas
2. be active in the international relations network and willing to promote the *AJIA* at national and international venues and events
3. always be looking for new opportunities for journal dissemination and appeal among broader constituencies, including government, private sector and internationally.

Communication and Liaison Skills:

1. be able to communicate in a courteous, engaging and diplomatic manner; for example international networking, drafting careful rejections and replies, coordinating reviewers for articles disseminated for external review, liaising with the Editorial Board and Australian Institute of International Affairs staff
2. be willing and able to provide constructive criticism. Submitters, whether successful or not, should feel that they have been treated fairly and received feedback that adds to the quality of their work
3. be able to interact fruitfully with the Department of Foreign Affairs and Trade, especially in matters regarding funding

Involvement and Commitment

1. be available for the necessary amount of time required (on average 8-10 hours a week, perhaps reaching 15 hours just before a publication). This may require some sacrifice of time that would otherwise be devoted to personal academic publishing.
2. be reliable and have the ability to achieve targets in a timely fashion
3. be based in a supportive institution providing appropriate institutional support
4. be able to oversee various sections of the journal
5. be able to work with members of a team.

**Terms of Appointment**

Duration: Five year renewable term

Payment: $30,000 per annum to assist with editorial expenses.

Closing date for expressions of interest: Monday 19 March to ceo@internationalaffairs.org.au

For further information on the position: contact Professor Nick Bisley on N.Bisley@latrobe.edu.au