

Position Description

Position Title	Medical Editor, Australian Journal of General Practice (AJGP)	Reporting to	National Manager, Content and Creative
Business Unit	Member Experience	Direct Reports	Nil
Classification	Clinical 1	Date	November 2023

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Strategic Marketing & Communications division applies a member-first lens to the development and implementation of brand strategy and communication and marketing campaigns and initiatives. The division also applies creative multimedia and design solutions to promote RACGP member services, events, products and resources. The three teams within Strategic Marketing & Communications include Strategy & Performance, Marketing & Communications and Content & Creative. Collectively the division is responsible for:

- marketing, content and communication strategy
- brand strategy and profile-building
- strategic marketing campaigns
- internal and external communication strategy
- audience and consumer insights
- creative multimedia and design solutions
- content and product development
- corporate and public affairs
- supporting political advocacy and government relations efforts
- public relations and helping to build and protect the reputation of the RACGP and general practice
- media management and spokesperson relations
- member communications
- social media.

Your Role

The Medical Editor will work in collaboration with the Senior Medical Editor, and other Editors, to lead the strategic direction of the Australian Journal of General Practice (AJGP) formerly Australian Family Physician (AFP) and manage the medical content, reputation and continuing excellence of the journal.

The Medical Editor will work cooperatively with authors, reviewers, researchers and administrative and production staff. The key responsibilities include:

- editorial development and planning
- ensuring adherence to the peer review process
- writing, editing and developing medical content
- ensuring conformance to high editorial and ethical standards.

Key Responsibilities

Editorial development and planning

In collaboration with the Senior Medical Editor:

- identify authors, contributors and peer reviewers
- plan issues and commission articles, series and other medical content as appropriate
- correspond with authors and reviewers in a timely, professional manner
- arrange peer review of manuscripts
- manage the submission and review process via online manuscript management system (Manuscript Central)
- make impartial editorial decisions on the appropriateness of manuscripts for publication, considering the paper's importance, originality, clarity and relevance to general practice
- participate in planning the yearly themes and focus articles
- attend quarterly Editorial Board meetings (via teleconference)
- contribute to the ongoing quality improvement of the journal
- assist in the supervision and training of the AJGP registrar.

Ensure adherence to the peer review process

In collaboration with the Senior Medical Editor:

- communicate peer reviewer comments to authors in a constructive manner
- provide appropriate feedback to reviewers
- use reviewer comments to guide editorial decisions
- assist with the maintenance of the author and reviewer database.

Writing, editing and developing content

- With the support of the Senior Medical Editor:
- medically edit, fact check and proofread manuscripts to ensure medical accuracy, clarity and appropriateness for general practice
- write editorials, clinical challenges and other material for AJGP as required.

Ensure conformance to high editorial and ethical standards

- In collaboration with the Senior Medical Editor, participate in the process by which all medical material:
- is correctly attributed, acknowledged, headed, described, captioned, labelled and illustrated
- is used with permission and complies with copyright legislation
- does not plagiarise another author's work
- is not being, or has not been, published elsewhere
- is appropriately referenced to the available evidence
- conforms, wherever relevant, to the International Committee of Medical Journal Editors (ICMJE) 'Uniform requirements for manuscripts', Committee on Publications Ethics (COPE) guidelines and relevant Australian legislation and regulations.
- Deliver on agreed Key Performance Indicators – to be developed in conjunction with Senior Medical Editor
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

As a suitable candidate, you will have completed:

- MBBS or equivalent, and current recent experience as a practising general practitioner in Australia
- FRACGP (or be eligible for Fellowship of the RACGP)
- AHPRA registration.
- Completion of the AJGP Editorial Fellowship or equivalent experience
- a demonstrated interest in and capability to undertake medical editing and fact checking
- high-level oral and written communication skills with strong attention to detail and accuracy
- understanding of medical research and skills in critical appraisal of evidence
- strong organisational skills with the ability to multitask and prioritise conflicting deadlines
- proven professional networking skills
- ability to work within a team environment, including working with staff in remote locations
- competency in Microsoft Office applications.

Highly Desirable

- a higher degree in research or related field.
- experience in medical editing or publishing
- understanding of the peer review process
- demonstrated experience as a published author
- understanding of or a willingness to learn:
 - the International Committee of Medical Journal Editors (ICMJE) 'Uniform requirements for manuscripts'
 - the Committee on Publications Ethics (COPE) guidelines
 - a working knowledge of Australian and international permissions and copyright law.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- General Manager
- National Managers
- Managing Editor (AJGP)
- Medical Editor(s)
- AJGP Registrar
- Associate Editor
- Editorial Assistant
- Production Coordinator
- Permissions Coordinator
- Graphic Designer(s)
- RACGP website production staff
- CPD staff.

External:

- AJGP Editorial Advisory Committee
- Authors of commissioned and non-commissioned articles
- Peer reviewers
- Medical media and general media
- Academic departments of general practice
- Relevant GP
- Primary healthcare organisations.