

WORLD FEDERATION OF OCCUPATIONAL THERAPISTS



January 12, 2009

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Dear Colleagues,

The WFOT (World Federation of Occupational Therapists) Bulletin is published twice a year - in May and in November. The production of the WFOT Bulletin is congruent with WFOT's organizational objectives and priorities in the following aspects:

1. Increase and maintain the awareness, understanding and use of WFOT and the services of occupational therapists; and
2. Facilitate the expansion and dissemination of professional knowledge.

The WFOT Executive Management Team have established an international search to fill the Editor's position for the production of the WFOT Bulletin.

Applicants must include their reason for applying, what specific skills and attributes they will bring to the position including demonstrating their competencies in line with Position Specification and provide a relevant CV in electronic format.

A detailed Job Description including selection criteria and Person Specification is available for download from the WFOT website.

This is a volunteer position that may be entitled to an honorarium in the future.

Please send your application to: admin@wfot.org

Applications close Monday February 16, 2009.

Please note: following the appointment of the Bulletin Editor, applications will also be invited for a News Editor and Editorial Board members. Please indicate in your application if you are willing to stand for these other positions if your application is not successful for Bulletin Editor

Yours sincerely

Marilyn Pattison
Executive Director WFOT



POSITION DESCRIPTION WFOT Bulletin - Editor

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The WFOT Bulletin publishes invited and free (peer-reviewed) articles pertaining to occupational therapy education and practice around the world. Published articles in the WFOT Bulletin are in one of the four WFOT official languages, namely English, Spanish, French, and German. The Bulletin also publishes reports and related materials regarding WFOT's business. The ISSN number of the WFOT Bulletin is 1447-3828 and is registered in Australia, where the WFOT Secretariat located. The WFOT Bulletin is included in the CINAHL (Cumulus Index of Nursing and Allied Health Literature) database.

The production of the WFOT Bulletin is an ongoing function carried out by a WFOT Project Team in collaboration with the Promotion and Development (P&D) Programme and is composed of the following personnel:

1. Editor: in charge of the whole production process of the WFOT Bulletin;
2. Editorial Board (including news editor):
 - Assist in execution of editorial tasks, and discussions about related issues
 - Review articles submitted to ensure the quality of the submitted manuscripts
 - May constitute experts in the WFOT official languages;

Editor

The Editor is responsible for all aspects of the WFOT Bulletin's content preparation - including manuscript submissions, Editorial Board liaison, and dialogue with the nominated publishers.

Specific description of the role

- Abides by WFOT's code of conduct and conflict of interest guidelines
- The Editor is accountable to the Promotion and Development (P&D) Programme Coordinator (PCo).
- Communicates with P&D PCo, project team members, editorial board and WFOT secretariat in a timely manner
- Is responsible for the entire editing, production and distribution process of the WFOT Bulletin

Term of office

- The term of appointment for the Editor is for three (3) years and may be renewed for additional three (3) year terms. A performance review will be conducted bi-annually with the P&D PCo or nominee and Editor.

Duties and Responsibilities

- Setting the strategic direction for the Bulletin, including the development of a strategic plan in conjunction with the Promotion and Development Programme team.
- Developing, in conjunction with P&D PCo, a three year operational plan and annual budget.
- Identifying and recommending international candidates for the Editorial Board
- Directing the activities of the Editorial Board, including calling and presiding at meetings (electronic or otherwise) of the Editorial Board.
- Identifying and appointing appropriate Associate Editor(s).
- Ensuring the duties of the Editorial Board are undertaken appropriately and key performance indicators are identified, monitored and met.
- Maintaining an efficient, fair and rigorous peer review process to ensure that consistent standards of acceptance for free papers are maintained.
- Coordinating manuscript review including:
 - Briefly evaluate manuscript submissions for appropriateness in the WFOT Bulletin
 - Oversee manuscript acquisition and peer review processes and selecting (2) reviewers to review each free paper manuscript.
 - Work with new authors to provide supportive and constructive feedback on manuscript submissions.
 - Provide support as appropriate for invited (rota) submissions
 - Evaluate revised manuscript if revisions are requested
 - Makes final editorial decisions and final decisions on manuscript acceptance/revision/rejection.
 - Writing editorials and solicit guest editorials and authors of other articles, as appropriate.
- Managing the process of manuscript review to ensure timely, helpful, and positive communications between authors, columnists, reviewers, Editor, and editorial Board.
- Working with the Editorial Team to select appropriate reviewers for manuscripts, reviewing page proofs for each issue and ensuring corrections are submitted to the publisher.
- Providing annual reports to the WFOT Executive Management Team on journal matters, such as manuscript flow, acceptance rate, and other pertinent information.
- Contributing input on readership surveys and marketing efforts.
- Working with the P&D PCo to facilitate ongoing communication as well as problem solving issues, as needed, between the Bulletin and Council, the Publishers, authors, reviewers, columnists, membership.
- Managing correspondence, as needed, with authors, columnists, reviewers, and the Publisher in a concise, clear, positive, and timely manner.
- Applying the principles of continuous quality improvement to all areas of responsibility.

Confidentiality

Both during and after the term of Editor, the Editor shall keep strictly confidential and not use for any purpose other than the proper performance of his/her duties, any confidential information relating to the WFOT Bulletin or to the business or affairs of WFOT or the Publisher which comes to his/her knowledge prior to or during the term of his/her appointment.

Conflict of Interest

The Editor during his/her appointment cannot act as an editor or associate editor of another journal without the consent of the WFOT Executive Management Team. If there is any risk of a conflict of interest occurring, the Editor must immediately notify the P&D PCo and obtain consent to engage in or continue in the business or engagement which is creating the conflict of interest.



PERSON SPECIFICATION – WFOT BULLETIN EDITOR

Criterion	Essential	Desirable
WFOT Individual Member	✓	
Demonstrates a working knowledge of WFOT's organisational structure, strategic and operational objectives.	✓	
An in-depth understanding of the international perspective of occupational therapy and its current and potential future trends	✓	
A strategic vision for the expansion and development of the WFOT Bulletin in line with the organisation's objectives	✓	
Experience of preparing, managing and delivering time limited projects	✓	
An ability to establish key performance indicators [KPI's] to facilitate necessary outcomes	✓	
Proven ability of managing people and projects that are based in different locations	✓	
Experience of budget preparation and management	✓	
Negotiate and performance manage agreements/relationships with external suppliers/stakeholders	✓	
Experience as a reviewer or editorial board member for a professional journal	✓	
Demonstrate an ability to manage the tasks associated with journal publication	✓	
Excellent communication skills - both verbal and written	✓	
Time available to perform editorial duties	✓	
Working knowledge and experience of Microsoft Word, Outlook and Power point		✓