FIJI NATIONAL UNIVERSITY
Job Description

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : Editor and Registry Officer
Incumbent :
Division : Office of the Vice Chancellor
Department : Secretariat
Grade : Grade 6
Location : Nasinu Campus
Reports to : **Vice Chancellor through respective section heads.**

2. PURPOSE

The Editor and Registry Officer is responsible for overseeing the university's editorial content, ensuring all written materials meet high standards of quality, clarity, and consistency. In addition, this position will manage the content registry, maintaining an organized and accessible repository of university publications, reports, presentations, and correspondence, and other materials. The role combines editorial expertise with registry management to ensure effective content governance across the institution.

The Editor and Registry Officer plays a vital role in maintaining accurate, up-to-date records and ensuring seamless information management at Fiji National University. This position upholds compliance with university policies and legal requirements while optimizing workflow efficiency. These include detailed record management, strong organizational oversight, and proficiency in data systems to support institutional operations. Additionally, the incumbent ensures clarity, accuracy, and consistency in all written communications, aligning with the University's communication standards.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Director Secretariat & Governance.**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them. [Number of people added to this role will grow as research grows at FNU].

Positions Reporting To You	No of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

Editorial Management

- Editing & Proofreading: Edit and proofread papers, publications, university reports, marketing materials, and other university-related content for accuracy, clarity, and adherence to university style guidelines.
- Content Review & Development: Collaborate with faculty, researchers, and university departments to create and review content for newsletters, brochures, websites, and other digital and print communications.
- Standards Enforcement: Ensure all content aligns with university branding, messaging, and academic standards while upholding a consistent voice across all materials.

Content Registry Management:

- Organizing Content: Manage the content registry, ensuring that all university publications, repapers, and outputs are cataloged with proper metadata for easy retrieval.
- Content Categorization & Indexing: Maintain and organize a robust system for categorizing reports, publications, written materials, and other university resources.
- Version Control: Oversee versioning and tracking of revisions to papers and official documents, ensuring access to the most current and accurate versions.

Quality Control and Compliance

- Editorial Quality Assurance: Ensure that all content is free from grammatical errors, follows university editorial guidelines, and meets the highest quality standards.
- Regulatory Compliance: Ensure that content is compliant with relevant privacy regulations, copyright laws, and publishing standards.

Continuous Improvement

- Process Optimization: Continuously evaluate and improve editorial workflows to increase efficiency, reduce errors, and enhance the overall quality of university content.
- Registry System Improvement: Identify and implement improvements to the content registry system to ensure it evolves with technological advancements and user needs.
- Feedback and Analysis: Collect feedback from stakeholders to assess the effectiveness of editorial processes and content management systems, making necessary adjustments.

Collaboration and Support:

- Cross-Department Collaboration: Work closely with Vice Chancellor's Office, Deans, Directors, administrators, and other teams to align editorial work with university goals and maintain consistency across all channels.
- Training and Guidance: Provide training on editorial processes, content guidelines, and how to use the content registry system to all staff.

General Duties & Responsibilities

- Administration of all activities are related to the specific duties listed above, including attending meetings and representing the Department/School/College/University in meetings and forums to which the staff is sent.
- Administrative Duties relating to all matters that the membership of the University entails, including duties related to School/College/Division/University wide activities.
- General Responsibility to undertake all other duties as directed by the supervising officer, the Dean/Director, or the Vice Chancellor.

5. KEY CHALLENGES

- Adapting to the new RO data repository system.
- Maintaining data accuracy.
- Producing ad hoc reports within a stringent timeframe.

- Communicating with researchers on local, national, regional and international platforms.
- Working with limited information and under pressure at times.

6. AUTHORITY LEVEL

Operating Expenditure :……...N/A……
Capital Expenditure :…… N/A……
Others :……N/A……...

7. QUALIFICATION AND EXPERIENCE

Essential

- A Postgraduate Diploma in a relevant social science field
- At least 7 years of relevant experience in an academic environment

Desirable

- At least 10 years of relevant experience in an academic environment.
- Experience with content management systems (CMS) and digital asset management systems (DAMS), including metadata management.
- Strong knowledge of publishing and university-specific content standards.

8. KNOWLEDGE & SKILLS

- Highly organized with a strong attention to detail and the ability to handle large volumes of editorial work and documentation.
- Proactive and able to manage both independent and collaborative tasks effectively.
- A passion for maintaining high editorial standards and ensuring the accuracy and integrity of academic and institutional content.
- A problem-solving mindset with a commitment to continuous improvement in editorial and content management processes.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Senior Manager Secretariat, Governance Manager - Senate, SLT members and committee chairs, Fiji National University Students' Association (FNUSA).	Daily Basis

EXTERNAL	Frequency
External funding bodies, Government Departments, NGO, Adjuncts Professors, other Universities and research collaborators.	When Required

10. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.