

## Division of Occupational Psychology (DOP) OP Matters Editor

**Purpose:** To develop and deliver *OP Matters*, DOP's member facing magazine, as an informative, high quality publication for DOP members.

**Term:** Appointed by the DOP Committee initially for one year with possible extension for a further two years.

### Objectives of the Role:

To plan and deliver regular editions of *OP Matters* each year within cost and in line with the strategic aims and objectives of the BPS Division of Occupational Psychology (DOP).

To produce a relevant, informative, and up-to-date publication that will attract readers and engage their interest.

### Activities:

- (a) Develop *OP Matters* as a quality publication for DOP Members.
- (b) Plan the magazine, and source, select, collate and edit copy.
- (c) Take responsibility for pre- and post-production processes including announcing upcoming deadlines, reviewing and proofing submitted copy, and coordinating assignments.
- (d) Be well informed about issues that relate to the fine line between defamation and free speech, and between reader interest and commerciality.
- (e) Coordinate with the BPS Publications team.
- (f) Observe DOP Committee meetings and other meetings as appropriate across DOP and the BPS.
- (g) Maintain awareness of DOP Committee activity and both BPS and DOP strategy, as well as developments across DOP/BPS and the profession.
- (h) Lead the editorial team, providing support and guidance to the Deputy editor and other team members.

### Personal Attributes:

- Possess a sound knowledge of the different areas of occupational psychology
- Motivated to improve the perception of occupational psychology through *OP Matters*
- Ability and willingness to innovate and continuously improve the content and delivery of the magazine to meet the needs and interests of readers
- Proactive approach to seeking honest feedback on output from readers and other stakeholders, and openness to receiving and constructively responding to this feedback
- Availability and willingness to consult with stakeholders in order to make the publication relevant and interesting, and to align it to strategic priorities
- Excellent interpersonal and networking skills to build relationships and source contributions
  
- Able to meet with other committee members, build collegial working relationships that contribute to consensus and, when necessary, work effectively as a team member

- Excellent verbal and written communication skills, including the ability to write for publication
- Strong organisational and time management skills
- Ability to proof and sub-edit documents
- Ability to critically review the quality of submitted copy to reach a sound editorial decision about accepting / rejecting material for publication
- Ability to offer constructive, specific feedback to authors about their submissions
- Ability to exercise independent judgment and act with maturity and authority in the best interest of the role and of the DOP
- To be skilled at resolving editorial disputes and negotiating organisational politics
- Able to use relevant software applications
- Knowledge of the BPS's editorial style guide, as well as awareness of relevant legislation and BPS policy and procedures as they relate to publishing
- Strong ethical attitude and ability to act with impartiality and fairness, and to work in a way that is inclusive and respectful

### **Communications:**

The editor will:

- work closely with the DOP's Communications Lead and subcommittee (regular/frequent contact)
- have regular contact with members of the DOP Exec and DOP Committee
- be in regular contact with BPS Publications team
- have occasional contact with working group leads and members, DOP members and other groups across the BPS

### **Accountability:**

The Editor is accountable to the DOP Committee and Executive and the BPS.