ANTARCTIC ENVIRONMENTS PORTAL EDITOR
JOB DESCRIPTION AND PERSON SPECIFICATION

Title	Editor - Antarctic Environments Portal
Date posted	Wednesday 19th June 2024
Application closing date	Sunday 8th September 2024
Location	Remote, can be located anywhere globally
Hourly rate	Negotiable
Working hours	1-2 days/week, flexible working hours
Type of contract	Contractor, 12 months funded initially with intention to extend to 36 months total

CONTEXT

The Antarctic Environments Portal

The Antarctic Environments Portal (www.environments.aq) is a web-based resource that supports evidence-based management of Antarctica's environment, by placing the best available scientific knowledge at the fingertips of Antarctic decision makers.

The Portal supports the work of the Antarctic Treaty System – in particular the Committee for Environmental Protection (CEP) – by providing peer reviewed, policy-relevant syntheses of key scientific topics, accompanied by simple infographics. The Portal's outputs are unbiased and apolitical, and aim to present information in an accessible form for a non-expert audience.

Since 2020, the Portal has been hosted and managed by the Scientific Committee on Antarctic Research (SCAR, www.scar.org), an independent non-governmental body recognised as a key provider of independent and scientific information and advice to the Antarctic Treaty Parties. The operation of the Portal is overseen by a Portal Management Board. An Assistant Editor at the SCAR Secretariat provides additional support.

The Portal aims to present all content in the four official languages of the Antarctic Treaty.

The Editor Role

The Editor has lead responsibility for commissioning articles for the Portal as well as managing the editorial and peer-review process.

An international Editorial Group assists the Editor with the review of content for the Portal. The Editor is responsible for coordinating the Editorial Group and works with the Assistant Editor to manage the publication of articles on the Portal website.

MAIN DUTIES

The main role of the Editor is to manage the development of content for publishing in the Portal and the regular updating of existing Portal content.

Main duties include:

- Developing new content for the Portal, working with external subject matter experts;
- Initiating and overseeing reviews of existing content published on the Portal;
- Facilitating and managing the editorial process and the Editorial Group;
- Reviewing the outcomes of Antarctic Treaty Consultative Meetings (ATCMs) to identify policy and management information needs in collaboration with the Chief Officer of SCAR's Standing Committee on the Antarctic Treaty System (SC-ATS), and respond to specific requests or suggestions for topics to be covered in new content;
- Supporting the Portal Manager (the SCAR Executive Director) in preparing papers about the Portal for ATCM/Committee for Environmental Protection (CEP)/Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) meetings and SCAR internal meetings;
- Working with the Portal Management Board to develop the strategic direction of the Portal;
- Working to maintain diversity and balance in the authorship of Portal articles as far as possible;
- Supporting SCAR to expand the range of outputs and the uptake of Portal material.

KEY CRITERIA

- A PhD in science or an environmental discipline OR equivalent work experience.
- Experience in preparing and presenting scientific material for a range of non-specialist audiences.
- Experience of editing scientific material, for example scholarly articles or scientific material for a wider audience.
- Understanding of Antarctic research and governance mechanisms.
- Excellent written and oral communication skills in English.
- Excellent organisational and time-management skills.
- Excellent interpersonal skills and ability to work constructively and collegially with a diverse range of people at all levels.
- Strong information management skills.
- The ability to rapidly absorb new information and become familiar with new subject areas.

DESIRABLE CRITERIA

- An excellent track record in scholarly research and scientific writing.
- Experience in preparing scientific material for a policy audience.
- Awareness and understanding of current Antarctic research priorities.
- Awareness and understanding of multi-lateral Antarctic governance regimes and policy interests.
- Good networks within the Antarctic policy and/or research communities.
- Demonstrated ability to work as part of a small, international team.
- Experience of strategy development and goal setting.
- Project management experience.

HOW TO APPLY

Please submit the following documents to portal@scar.org by Sunday 8th September 2024:

1. A curriculum vitae.
2. A cover letter.
3. Two examples of your writing (of which at least one should be an example of your communication to a non-specialist audience). We accept a range of material, such as blogs and opinion or editorial pieces. If in doubt, please contact us to check your material is admissible.

4. Contact details of at least two references. Indicate your relationship with the references you provide.

Please note, shortlisted candidates may be asked to complete a written exercise. Interviews will take place virtually the week starting Monday 16th or Monday 23rd September with a start date as soon as possible after receiving an offer (ideally starting mid-October) If you have any queries about the application process or the role, please contact portal@scar.org.