Position Available: Editor, Professional Practice

Closing Date for Applications: Friday, August 9, 2024

To Apply

To apply, send the following documents to jobsearch@dietitians.ca with "Editor" in the email subject line by Friday, August 9, 2024 (11:59 pm PST):

- Resume
- A cover letter linking your knowledge, experience and achievements to the position requirements
- A short sample of work you have professionally edited that demonstrates the skills desired for the position.

We thank all the applicants, but only those selected for an interview will be contacted.

Job Title:	Editor, Professional Practice		
Line of Business:	Professional Practice	**Reports to:**	Senior Director, Professional Practice
Supports:	PEN®, CJDPR and remaining PP portfolio	**Last Updated:**	June 2024

ROLES & RESPONSIBILITIES

Overview

We believe in the power of food to enhance lives and improve health and our curiosity to understand both the science and social issues impacting Canadians is behind what drives us, it is our passion and calling. In that context the Editor, Professional Practice will be responsible for editing and publishing content developed by Dietitians of Canada's (DC) Professional Practice Team while ensuring compliance with best practice standards for content creation.

As Editor, Professional Practice, you will be responsible for editing evidence-based content developed for the Practice-based Evidence in Nutrition: PEN® System, the Health Policy and Knowledge Mobilization portfolios, and you will act as the Editor of the Canadian Journal of Dietetic Practice and Research. The work includes identifying related and overlapping DC content to ensure consistency, supporting technology improvements to ensure system efficiencies in consultation with Professional Practice Team members and the IT Team.

Responsibilities

- Serve as editor for evidence-based content published by the Professional Practice Team. This includes content developed for:
  - The PEN® System,
  - The Canadian Journal of Dietetic Practice and Research, and
  - The health policy and knowledge mobilization portfolios (e.g. position statements, role papers, etc.)
- Lead all editing and publishing processes associated with the Professional Practice Team, including the development, documentation maintenance of high publication standards, policies and guidelines.
- Work with the Professional Practice Team to identify technology opportunities and challenges related to platforms and software required by the Editor

- Keep abreast of best practices for editing and publication as technology evolves.
- Participate in Professional Practice Team and Dietitians of Canada Staff meetings.
- Support organization-wide strategic planning.
- As requested, prepare reports and materials related to evidence-based content published by the Professional Practice Team for Senior Leadership, the Board and Board committees.

Specific Responsibilities as Editor of the PEN® System:

- Review submitted content and determine next steps (return to author for further work/contact staff member(s) for additional refinement or begin publication process).
- Support the content team in identifying and managing peer review of PEN content.
- Coordinate publication process through the distribution of content to PEN® team members via the PCMS for tool/resource review, toolkit development/updating, content enhancement as needed and content loading.
- Edit and publish new and updated content that is submitted from all PEN partners for publication as per established PEN and Canadian Press guidelines.
- Coordinate internal and external communication regarding content submitted for publishing.
- Ensure standardization of related processes and formats based on environmental scanning of best practices.
- Develop and maintain quality assurance processes that ensure the accuracy and consistency of content throughout the PEN® site, including processes for content entry, updating content, managing alerts and processes to ensure information is current and not duplicated.
- Review and make modifications to all keywords identified for each knowledge pathway.
- Work with content team to identify content on the PEN System that is related to new author assignments and support decision-making related to updating and archiving PEN content.
- Work with content team to establish timelines for publishing new and updated content.
- Mentor evidence analysts as needed and provide education, training and feedback to ensure their submissions are in sync with the PEN® format and guidelines.
- Work with the PEN® team on processes and documents to support international partners and authors.
- In collaboration with the PEN Database Coordinator, organize, write and publish the PEN System's monthly publication, PEN eNews.

Specific Responsibilities as the Editor of the Canadian Journal of Dietetic Practice and Research:

- Oversee the manuscript submission system to ensure submissions comply with Journal standards and respond to all inquiries.
- Manage the peer review process, including selection of reviewers for submitted articles (or delegation of this responsibility to an Associate Editor when appropriate), decision on the disposition of each article and correspondence of this decision to the author.
- Edit all accepted manuscripts for scientific content and clarity (or delegation of this responsibility to an Associate Editor when appropriate).
- Gather all author sign-offs licensing DC to publish manuscripts and submitting sign-offs to DC for filing.
- Send edited manuscripts to the publisher for copy editing after acceptance for publication as e-First articles. Review and approve final proofs for all articles prior to publication.

- Develop the table of contents for each issue in collaboration with the Senior Director, Professional Practice and identify an image to feature on the cover.
- Coordinate and edit non-peer reviewed content (e.g. conference abstracts, position statements).
- Prepare an Editor's message for each issue.
- Review and revise the Guide for Authors, in consultation with the Editorial Board.
- Work in collaboration with the Senior Manager, Communications to promote the Journal through DC's newsletter and social media channels.
- Provide strategic and operational support to the Senior Director, Professional Practice in developing the vision and goals for the Journal.
- As needed, confirm or select an Associate Editor to manage French and other submissions when appropriate and new members of the Editorial Board.
- Chair the Editorial Board.

Any other duties as required

Essential Skills and Requirements

You must love food and nutrition science, research, reading and writing, and have meticulous attention to detail.

What you'll need:

- At least five (5) years of relevant work experience with a proven track record working as an Editor of an online nutrition resource, journal or other editorial position related to health, research, or academia.
- Dietitian license in good standing, registered with a provincial college.
- Master's degree in a related field.
- Outstanding written English, grammar, and communication skills.
- Good understanding of knowledge translation/transfer principles.
- Strong understanding of evidence-based practice, research methodology, statistics, and critical appraisal methods.
- Self-starter with demonstrated initiative in terms of issue identification and resolution and multi-tasking in a rapidly changing work environment.
- Demonstrated ability to work from a remote office in a highly technical, computer-based workplace as a member of a collaborative team.
- Demonstrated project management skills that deliver outcomes by deadlines.
- Ability to see connections between Dietitians of Canada activities and goals and to convert these into strategies and tactics to support the wise stewardship of organizational resources.

You'll really impress us with:

- Oral and written French fluency.
- PhD in a related field.
- Strong understanding of how technology can be used to innovate.

Working Conditions

- Travel cross country may be required 2-3 times a year.
- Work from home environment.

Why you'll love working at Dietitians of Canada
● We are a small but mighty team of intelligent, passionate individuals who are motivated to advance and promote the dietetics profession. We care more about 'getting it right' rather than 'being right'. ● You will have regular one on ones with continuous feedback. ● You'll get to work remotely and will receive a budget to help set up your home office.
Top Perks of Working at Dietitians of Canada
● Exclusive offers from BMO Bank at work including mortgage rate discounts, bonus interest for term investments and discounts on lending products. ● Comprehensive Group Benefits Program including Health, Dental and an Employee Family Assistance Program. ● Extended statutory holiday weekends and end of calendar year holiday vacation. ● Group RRSP plan with employer matching. ● Annual Professional Development Allowance.
Last But Not Least
At Dietitians of Canada we are committed to growing and sustaining an environment where our team members feel included, valued, and heard. Our diversity and equal opportunity practices are guided and championed by our leadership team. Our commitment to diversity, equity and inclusion includes recruiting and retaining team members from diverse backgrounds and experiences, and fostering a culture of belonging where all team members are included, treated with dignity and respect, promoted on their merits, and placed in positions to contribute to business success. If you require assistance or accommodation throughout any part of the interview and selection process, please let us know.