



EDITOR (COI revision project)

JOB DETAILS

Job Title:	Editor (COI revision project) 9 month fixed term appointment
Reports to (title):	Senior Adviser to the Editor in Chief
Date:	June 2018

PURPOSE OF THE JOB

To be the project lead for two linked projects:

1. To revise Cochrane's current financial conflict of interest policy
2. To develop a non-financial conflict of interest policy for Cochrane

Successful conclusion of the project will be that policies presented to the Cochrane Governing Board will be approved and implemented.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- Accountable to Editor in Chief via Senior Adviser to the Editor in Chief.
- To work with the Cochrane Funding Arbiters, and Senior Adviser to the Editor in Chief to develop a project plan and implement this successfully.
- To support the preparation of a literature review on the effects of conflict on the results of systematic reviews.
- To undertake a review of the COI policies of similar organisations.
- To convene an advisory team to oversee the project.
- To work with the Editorial and Methods Department, Cochrane Council and others to organise a consultation with the Cochrane community and selected external stakeholders: using interviews and surveys as appropriate.
- To analyse the feedback and use this to develop feasible and appropriate policy judgements for each project.
- To develop and complete papers for the Cochrane Governing Board for each project that includes concrete and funded proposals for one or multiple options for selection and approval by the Board.

PERSON SPECIFICATION

Essential:

- Understanding of the role and importance of high quality systematic reviews to inform health care decision making.

- Understanding and knowledge of the potential for conflicting interests(financial and non-financial) to undermine their quality and impact.
- Familiarity with how conflict of interest is managed in related organisations (e.g. scientific journals, guidelines bodies)
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- Experience of developing and analysing surveys and conducting semi-structured interviews
- Intermediate level IT skills, including Word, Excel and PowerPoint.
- Ability to develop and maintain working relationships with key stakeholders.
- Strong organization, influencing and prioritization skills.
- Excellent written and verbal communication skills.
- Ability to work methodically and accurately.
- A pro-active approach to problem-solving.

Highly desirable:

- Understanding of Cochrane and its role within evidence synthesis
- Previous experience in a similar editorial or research role.
- Experience of healthcare charity sector.

KEY INTERFACES

Internal: Cochrane Central Executive Team and our Cochrane Funding Arbiter panel.

External: N/A

DIMENSIONS

Budgetary responsibility: Yes, for discretionary and administrative funds related to both projects.

Number of direct and indirect reports: None