



SPECIAL ADVISOR TO THE EDITOR IN CHIEF

JOB DETAILS

Job Title:	Special Advisor to the Editor in Chief
Reports to (title):	Editor in Chief
Date:	May 2018

PURPOSE OF THE JOB

To support the Editor in Chief by overseeing the management of key projects related to our targets, managing key staff and by ensuring that there is close co-ordination of projects and work programmes across all the Editorial and Methods Department (EMD) units, and with other groups and individuals as appropriate. The postholder will provide operational input and intelligence to the Editor in Chief, ensure that challenges are addressed or escalated appropriately, and that the work of the EMD team is as efficient and effective as possible. She/he will also support the Editor and Deputy Editor in Chief in preparing and managing budgets.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- To supervise the administrative officers within the EMD, with the exception of the Executive Advisor to the Editor in Chief and his/her Deputy
- To **supervise other key members of the Editor in Chief's unit**, and other staff as appropriate
- To manage the proposed EMD project manager
- To oversee the progress of the Content Strategy implementation, the project of revising the Conflict of Interest policy, and the prioritisation programme in support of the Editor in Chief
- To ensure that the Editor in Chief has a regular flow of intelligence on the progress of all EMD projects and workstreams, and is alerted in a timely manner when problems are arising that might threaten the timeliness of quality of the delivered product or service
- To oversee the management of complaints received by the EMD from users of the Cochrane Library or otherwise, and monitor the process of addressing these, escalating issues to the Editor in Chief where necessary
- To be a liaison point for other Central Executive Team (CET) Departments and to co-ordinate communications outwards from the EMD team

- To lead on specified and agreed projects and work programmes that fall outside the remit of the Review Methods and Quality, and Editorial Policy and Publication units, as agreed with the Editor in Chief.
- To monitor the quality of communications between the Editor in Chief and team leads, and the EMD community, and to ensure that concerns are identified and addressed promptly, and to liaise with the colleagues around the timing and planning of full department meetings
- To ensure that the EMD team lead meetings take place on a regular basis, working with the Executive Advisor and that appropriate reports are presented

PERSON SPECIFICATION

Essential Knowledge, Skills and Abilities

- Experience in critical projects that focus on delivering aspects of the Cochrane *Strategy to 2020*, improving the Cochrane Library, and delivering better products and services to end users.
- Detailed knowledge of the mission and vision of Cochrane Library and in-depth understanding of the needs of its users and the processes that underpin its production
- Significant experience of programme and/or project management
- Excellent decision making, problem solving, influencing and negotiating skills
- Proven ability to take senior-level responsibility
- IT literacy and the ability to gain an understanding of the technological aspects of the product, both in terms of its production and publication
- Very strong communication and presentation skills, and the ability to translate content deliverables to editorial, content, business and technology focussed colleagues
- Ability to analyse, pull together and present the key content, business and technology elements to inform sound strategic decisions

KEY INTERFACES

Internal: Editor and Deputy EIC, EMD teams including Senior Editors, Information Specialist, Methods Co-ordinator, Head of Cochrane Clinical Answers team, Admin staff, Other CET teams, particularly FCS, and ITS, SMT, Cochrane Library Product Manager

External: CRG and methods communities, other Cochrane groups and individuals. Funders and Users.

DIMENSIONS

Budgetary responsibility: Yes, to be determined

Number of direct and indirect reports: 4-7 people