



#### JOB DETAILS

<b>Job Title:</b>	Associate Editor
<b>Reports to (title):</b>	Deputy Editor in Chief
<b>Specifications:</b>	Full-time. Permanent contract, subject to 6-month probationary period
<b>Date:</b>	February 2020

#### PURPOSE OF THE JOB

Cochrane has created eight Networks of Cochrane Review Groups (CRGs) responsible for the efficient and timely production of high-quality systematic reviews that address the research questions that are most important to decision makers.

The post will focus in supporting and developing processes for quality assuring Cochrane Reviews, with a particular emphasis on checking protocols and new or updated reviews against Cochrane's quality standards and helping to develop resources and guidance on quality assuring Cochrane Reviews.

**The Associate Editor will support** the five main objectives identified in each Network strategic plan:

- Supporting review production and capacity
- Evaluating Network scope and prioritisation of topics
- Fostering collaboration within the Network and with the wider Cochrane community
- Supporting knowledge translation to increase the impact of Cochrane reviews
- Ensuring accountability and sustainability of the Network

#### PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

##### Strategy:

- Play a major role in the strategic development of the CRG Networks to ensure that they meet the aims of the organisation.

**Quality:**

- Work with one or two of the eight thematic Networks of Cochrane Review Groups on quality assuring Cochrane Reviews.
- Contribute to projects aimed at developing systems and process for use by Cochrane Review Groups and Review authors.
- Create, edit, and publish content that is accurate, consistent and clear.
- Contribute to projects and services aimed at increasing the impact of Cochrane content on key user groups, clinical practice and policy: including links with funders, partners and clinical practice guidelines.

**Role and responsibilities:**

The Associate Editor is accountable to the Deputy Editor in Chief.

The Associate Editor will play an operational role in:

- Providing screening and editorial support to CRGs within the Network(s);
- Developing resources for quality assuring protocols and new or updated Cochrane Reviews;
- Helping CRGs in their Network(s) to identify and manage poor-quality reviews in the early stages of the review process;
- Supporting Network Senior Editors
- Liaising with Network Support Fellows
- Supporting the development and implementation of appropriate and consistent editorial processes for the Network;
- Supporting the Network Senior Editor in the communication between the Network and CET with respect to issues of quality, editorial process, training, technology, knowledge translation, and innovation in methods used in Cochrane Reviews.
- Supporting prioritisation and the development of the Network strategic plan.
- Participating in weekly press calls on rotation to determine suitability of reviews for dissemination via press release, podcast, feature or social media as appropriate.

**PERSON SPECIFICATION****Essential attributes:**

- Degree in relevant field or equivalent
- An understanding of the importance of systematic reviews to clinical decision making
- Familiarity with Cochrane guidance and standards in the design, conduct, and reporting of systematic reviews, including MECIR and GRADE methods.

- Intermediate level IT skills, including Word, Excel and PowerPoint
- Knowledge and skills relevant to the systematic review process
- Strong organization and prioritization skills
- Attention to detail
- Excellent written and verbal communication skills
- Ability to work methodically and accurately
- A pro-active approach to problem-solving
- Experience of conducting Cochrane systematic reviews
- Past or present experience of providing technical editing for systematic reviews

**Desirable attributes:**

- An ability to develop and maintain working relationships with key stakeholders
- Experience having held an editorial position within Cochrane (e.g. Managing Editor, Editorial Assistant, Cochrane Review Group Editors, including scientific, methodological, or statistical editors)

**KEY INTERFACES**

**Internal:** All groups within Cochrane, particularly Networks, Cochrane Review Groups and the Central Executive Team, Cochrane Review authors, CRG Executives

**External:** Cochrane Library users, publishers, and other stakeholders.

**DIMENSIONS**

**Budgetary responsibility:** N/A

**Number of direct and indirect reports:** N/A