



CO-ORDINATING EDITOR

PURPOSE OF THE ROLE

The Co-ordinating Editor of a Cochrane Review Group (CRG) is responsible for ensuring that **the group delivers high quality, relevant Cochrane reviews group's within its scope. It is a pivotal leadership role within the group.** The Co-ordinating Editor ensures adequate funding is available to support CRG activity, leverages the skills and knowledge of other CRG team members, strives to deliver a high quality author experience, actively engages with the relevant CRG Network and plays a key role determining the strategic direction of the CRG. **In line with Cochrane's strategy,** the Co-ordinating Editor supports the Senior Editor of the [Children and Families Network](#) and the Editor in Chief of the Cochrane Library in delivering the mission of the Cochrane Editorial and Methods Department: to ensure that the Cochrane Library maintains its reputation as the international source of trustworthy, independent and relevant information to guide healthcare decisions.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Quality assurance

- Provide editorial feedback throughout the review life cycle.
- Understand and keep up to date with Cochrane methods, standards and procedures and ensure authors use and adhere to these.
- Ensure efficient and effective editorial processes are in place to support high quality review production.
- Provide academic leadership and coordination internationally in advancing the work of the CRG.

Editorial team management

- Recruit, manage and guide CRG staff to delivery high quality reviews.
- Identify and accredit new editors, and manage the retirement of editors.
- Ensure all employees have adequate line management, supervision, and Opportunities for career advancement.
- Ensure good communication between staff, editors and CRG contributors.

Author support

- Ensure that review teams have the appropriate content and methodological expertise and adequate funding to complete a review within a reasonable time-frame.
- Ensure that clear, timely and respectful communication is provided to author teams.
- Resolve any conflicts arising with or between authors or author teams.
- Address problems with author performance in a timely manner.

Portfolio management

- Establish robust priority-setting methods to ensure that reviews meet the needs of various stakeholders, including policy-makers, guideline developers, healthcare providers and consumers.
- Establish and maintain processes to ensure priority topics are covered and up to date.
- Actively manage author teams working on priority reviews.
- Establish mechanisms to ensure a manageable and sustainable workload for crg staff.
- Identify and resolve problems around topic duplication and overlap.

Cochrane engagement

- Actively engage with the [Children and Families Network](#) and the Senior Editor of the Children and Families Network
- Ensure the CRG keeps up to date with Cochrane methods and software.
- Engage with, and be responsive to, the Senior Editor and Associate Editor of the Children and Families Network, staff at the Cochrane Editorial & Methods Dept and Editor in Chief of the Cochrane Library. This will include the requirement to engage with key quality-related activities such as assuring quality, audits, etc.
- Engage with other Co-ordinating editors and attend the Co-ordinating Editors' Board, meeting at least once every two years (or delegate to another CRG team member).
- Engage with other Cochrane groups, fields and centres to manage challenges and identify opportunities as they arise.
- Raise the profile of the CRG and Cochrane through publications, presentations and teaching

PERSON SPECIFICATION

Essential:

- Clinical expertise and standing in the field of contraception and abortion.
- Experience of authoring Cochrane or alternative high quality systematic reviews.
- Demonstrated methodology expertise in the field of evidence synthesis.
- Familiarity with Cochrane guidance and standards on the design, conduct, and reporting of systematic reviews.
- **Strong commitment to Cochrane's Strategy to 2020.**
- Free of conflict of interest.
- Institutional and personal commitment to ensure time to carry out required tasks.
- **Ability to secure funding to support the CRG team's work.**
- Experience of budget management.
- Experience of team supervision.
- Ability to develop and maintain working relationships with key stakeholders.
- Strong organization and prioritization skills.
- Excellent written and verbal communication skills.
- A pro-active approach to problem-solving.

- Proficient IT skills, including Word, Excel and PowerPoint.

Preferred:

- Experience of editing Cochrane or alternative high quality systematic reviews.
- Advanced methodological skills and knowledge.
- Experience of healthcare charity sector.

KEY INTERFACES

Internal: All groups within Cochrane, particularly other Cochrane Review Groups in the Network, other CRG Networks, Cochrane Review authors, the Editor in Chief of the Cochrane Library, the Editorial and Methods Dept, the Editorial Board, and relevant.

External: Users of the Cochrane Library; Cochrane Library publisher; other stakeholders, including funders.