

# Editorial Assistant, Cochrane Response

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| JOB DETAILS |
| Job Title:  | Editorial Assistant, Cochrane Response |
| Reports to (title): | Executive Editor Cochrane Response |
| Date: | November 2016 |

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| PURPOSE OF THE JOB |
| To provide effective and efficient editorial and administrative support to the Cochrane Response Systematic Review team. Cochrane Response is Cochrane’s new evidence consultancy unit, providing a broad range of literature review and evidence synthesis services to international policy makers and guideline developers to support evidence informed healthcare decision making. We work closely with Cochrane networks to increase Cochrane’s capacity to respond to requests for commissioned evidence reviews and tailored evidence services.In line with Cochrane’s Goal 4 of the Strategy to 2020: to support building an effective and sustainable organisation by ensuring the success of Cochrane Response as an independent business that produces relevant information to guide healthcare decisions and responds to the needs of our stakeholders. |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| Key Tasks:Editorial support to Cochrane Response including:* Create document templates.
* Format documents to Cochrane Response style.
* Proof reading and copy editing documents.
* Preparing evidence reports for publication.

Systematic review production support* Obtain references, and upload to systematic review software
* Create and manage reference databases & spreadsheets.
* Find peer reviewers and manage the peer review process, with support.
* Perform basic systematic review tasks, such as abstract screening, with support.
* Manage the ongoing administration and licensing for the Cochrane Response systematic review software.
* Maintain the freelance database, sending out freelancer contracts.
* Organise customer teleconferences.
* Arrange completion, storing and sending declaration of interests forms for projects.

Project management* Enter projects and milestones into project management software.
* Run project reports for management team.

Sales and Marketing support* Liaise with communications team and Executive Editor to develop social media presence of Cochrane Response.
* Monitor the Cochrane Response email inbox and ensuring timely responses from appropriate staff.
* Monitor Tenders Direct website.
* Identify conferences to target for Cochrane Response workshops, sessions etc.

Provide administrative support for Cochrane Response:* Handle staff receipts and process expenses claims.
* Handle incoming invoices, ensuring appropriate processing.
* Organise in-person meetings and teleconferences, including co-ordinating agendas, sending invitations and dial-in details, chasing non-responders, taking minutes, circulating paperwork.
* Organise travel and accommodation for trips and conferences.
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| PERSON SPECIFICATION |
| Essential * Undergraduate degree in a life sciences field.
* Competent with advanced features in Microsoft office (Word, Excel and PowerPoint).
* Exceptional written and verbal communication skills.
* Strong attention to detail.
* Strong organization and prioritization skills.
* Excellent interpersonal skills.
* Ability to work methodically and accurately.
* A flexible approach with the ability to respond quickly to issues as they arise.
* A pro-active approach to problem-solving.
* Awareness of handling confidential and sensitive information.

Desirable* Editorial experience
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| KEY INTERFACES |
| Internal: The Cochrane Response Systematic Review team, Cochrane Finance and Core Services.External: Commissioners (e.g. guideline developers). |

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| DIMENSIONS |
| Budgetary responsibility: NoneNumber of direct and indirect reports: None |