Editorial support officer
CRG Transformation Programme

**Job Details**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Editorial support officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to (title):</td>
<td>Deputy Editor in Chief</td>
</tr>
<tr>
<td>Date:</td>
<td>May 2018</td>
</tr>
</tbody>
</table>

**Purpose of the Job**

- To provide support to the Deputy Editor in Chief in achieving the strategic aims of the CRG Transformation Programme.
- To provide editorial and communication support for the implementation of the Fast Track Services.

**Principal Accountabilities/Key Result Areas**

**Key Tasks – Fast Track Service:**

- To support the Deputy Editor in Chief by writing and co-ordinating new and existing projects relevant to the CRG Networks and the Fast Track Services.
- To perform specific tasks, including liaising with referees and collating referee comments for reviews submitted to the Fast Track Services.
- To support communication project updates on behalf of the Fast Track Services.
- To co-ordinate content for proactive public relations campaigns on behalf of the CRG networks and the Fast Track Services.

**Other tasks:**

- To provide content co-ordination and support to existing Network projects, including the CRG Network Portal and specific websites, in collaboration with the KT Department.
- To support communication project updates on behalf of the CRG Transformation Programme.
- To write content for the Cochrane Review and Methods Digests.
- To co-ordinate communications support at Cochrane events such as the Colloquia, Governance meetings, and any other Cochrane led events and training.
• To provide communication support to the Deputy Editor in Chief by creating agendas, note taking, and general administrator duties, where appropriate.

PERSON SPECIFICATION

Essential:
• An understanding of the importance of systematic reviews to clinical decision making.
• Ability to work alongside varied teams in different cultural and linguistic settings.
• Strong organization and prioritization skills
• Attention to detail
• Excellent written and verbal communication skills
• Impressive interpersonal skills both in person and by telephone and Skype.
• Ability to accomplish projects with little supervision.
• Intermediate level IT skills, including Word, Excel and PowerPoint.
• An ability to develop and maintain good working relationships with key stakeholders.
• Knowledge of and commitment to Cochrane's mission and values and good understanding of Cochrane's Strategy 2020 goals and targets.

Desirable attributes:
• Experience of healthcare charity sector.
• Familiarity with Cochrane guidance and standards on the design, conduct, and reporting of systematic reviews, including MECIR and GRADE methods.
• Past or present experience of editing systematic reviews.

KEY INTERFACES

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

DIMENSIONS

Budgetary responsibility: N/A
Number of direct and indirect reports: N/A