



Editorial support officer

CRG Transformation Programme

JOB DETAILS

Job Title:	Editorial support officer
Reports to (title):	Deputy Editor in Chief
Date:	May 2018

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 **ununderstanding 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