



Assistant Editor

JOB DETAILS

Job Title:	Assistant Editor
Reports to (title):	Senior Editor (something) (tbc)
Date:	September 2019

PURPOSE OF THE JOB

To support the editorial publishing team in daily publishing operations, editorial and publishing policy development, and setting the publishing strategy for Cochrane content.

Context

The Cochrane Editorial and Methods Department's (EMD's) mission is to ensure that the Cochrane Library maintains its reputation as the international source of trustworthy, independent, and relevant information to guide healthcare decisions; and to support Cochrane Review Groups (CRGs) and other Cochrane Groups to ensure that the Cochrane Library continues to meet the varied needs of users, and appropriately reflects the commitment of CRG teams and authors.

Within the EMD, the publishing portfolio includes publishing operations for the Cochrane Library content, the development of editorial and publishing policy, and publishing strategy for Cochrane content. Across the portfolio, the focus is on meeting the needs of users, implementing current best practice, and supporting Cochrane's strategic goals.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- Manage editorial workflows for Editorials from submission through to publication on the Cochrane Library, working with authors, editors, peer reviewers, and Cochrane's publisher, to ensure that content is published on time and to a high standard.
- Monitor comments received on Cochrane content (including Cochrane Reviews), support comment publication processes, and track progress against targets.
- Use content management systems to edit and publish changes to public-facing websites (including the Cochrane Library and the Cochrane Editorial and Publishing Policy Resource).
- Assist with preparing, editing, and updating editorial and publishing policies and related guidance.
- Assist with research into areas of editorial and publishing policy and practice; this will include collating data (e.g. using surveys, querying databases, analysing metrics) and

preparing reports related to editorial policies or published content for different audiences.

- Assist with the management and development of the Cochrane Style Manual.

Other

- Administrative tasks related to project work.
- Other tasks as required.

PERSON SPECIFICATION

Essential:

- Degree in relevant field or equivalent experience.
- An understanding of the importance of systematic reviews to healthcare decision-making.
- Previous experience in a similar editorial or publishing role
- An ability to develop and maintain working relationships with key stakeholders.
- Strong organization and prioritization skills.
- Excellent written and verbal communication skills.
- Proficient level IT skills, including but not limited to Word, Excel, and PowerPoint; and able to quickly adopt to different IT packages being used by the organization such as website content management systems (e.g. Drupal, Confluence).
- Ability to work methodically and accurately with attention to detail.
- A pro-active approach to problem-solving.

Preferred:

- Experience of healthcare charity sector.
- Experience in project management.
- Experience in research.

KEY INTERFACES

Internal: Editorial and Methods Department; Publishing, Research & Development Department; Cochrane groups involved in the preparation and publication of Cochrane Reviews and other content published in the Cochrane Database of Systematic Reviews and the Cochrane Library; Central Executive Team.

External: Cochrane Library publisher, Cochrane Library users, and other stakeholders.

DIMENSIONS

Budgetary responsibility: no

Number of direct and indirect reports: none