



# Head of Review Production

## Editorial and Methods Department

| JOB DETAILS                |  |
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| <b>Job Title:</b>          | Head of Review Production,<br>Editorial and Methods Department |
| <b>Reports to (title):</b> | Editor in Chief, Cochrane                                      |
| <b>Date:</b>               | June 2019  |

| PURPOSE OF THE JOB  |
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| To support the Editor in Chief of Cochrane by leading the operations of <b>review production</b> and help delivering the objectives and targets of the <b>Cochrane Editorial and Methods Department (EMD)</b> . |

| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS  |
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| <p><b>Senior Management Team</b></p> <ul style="list-style-type: none"><li>• As a member of the Senior Management Team (SMT), support the Chief Executive Officer (CEO) and contribute to the organisational management of Cochrane and successful implementation of its <i>Strategy to 2020</i> and future organizational goals and objectives.</li><li>• Represent Cochrane publicly at meetings, conferences and other events.</li></ul>  |
| <p><b>Editorial Leadership</b></p> <ul style="list-style-type: none"><li>• Support the Editor in Chief in the strategic and editorial development of the <i>Cochrane Library</i> as a product built around the needs of its users’;</li><li>• Ensure the integrity of the editorial process across all Cochrane Editorial Networks and Groups; and that content produced by Cochrane meets current best standards by developing, updating and revising the organization’s methods and standards, and overseeing their adherence;</li><li>• Support the Editor in Chief in the implementation and further development of Cochrane’s Editorial Content Strategy across the organization to ensure the <i>Library</i> remains a premier international source of healthcare evidence;</li></ul>  |
| <p><b>Operational Leadership</b></p> <p>Reporting to the Editor in Chief, lead and oversee the work of Cochrane’s synthesized evidence production system to ensure it is effective and efficient. This will include:</p> <ul style="list-style-type: none"><li>• Supporting the Editor in Chief in developing and managing relevant Editorial &amp; Methods Department (EMD) work plans in support of strategic and operational objectives.</li><li>• Leading, overseeing and managing the work of Cochrane Review Group (CRG) Networks and CRG teams to ensure reviews address current important questions; that coverage across clinical medicine and public health is comprehensive; that review quality consistently meets or exceeds current international expectations; and that the editorial process and review team production work in timely and efficient ways;</li></ul> |

- Ensuring that quality assurance strategies, including appropriate management of editorial processes and policies, are in place for all Cochrane products and services;
- Managing and supporting the Associate Editors (directly) and the Network support Fellows (indirectly) of Cochrane's Review Group Networks, and the development of CRG Network based staff;
- Leading Cochrane Review Production operational projects. Including:
  - the CRG Transformation Programme;
  - introduction of a new or improved Editorial Management System;
  - development of 'Fast Track' Services;
  - introduction of a new journal submission process; and
  - editorial policy and process implementation.
- Leading the development and management of Cochrane's Editorial Management Systems and Review Production tools.
- Attending Cochrane's [Editorial Board](#);
- Attending Cochrane's [Scientific Committee](#);
- Contributing to Cochrane's budget planning processes, and managing the resources associated with the Editorial & Methods review production portfolio effectively;
- Supporting effective and timely communications between the Editorial and Methods Department, Cochrane Central Team and Cochrane Review Group Networks;
- Working closely with the Head of Knowledge Translation, SMT and Cochrane Review Group Networks to support delivery of Cochrane's Knowledge Translation activities and goals;
- Working closely with the Chief Information Officer, SMT and CRG Networks to ensure Cochrane's technology, informatics, and data curation strategies support Cochrane's editorial and author needs and the development of Cochrane's products and services;
- Working closely with the Head of Membership Learning & Support, SMT and Cochrane Review Group Networks to ensure Cochrane's learning and development activities support Cochrane's editorial and author needs.
- Undertake any other duties considered appropriate.

## PERSON SPECIFICATION

### Essential:

- Degree in a relevant field or equivalent experience (relevant postgraduate qualification is desirable);
- Strong people, project and budget management skills and experience;
- Theoretical and practical experience of change management;
- Experience of managing processes, ideally editorial process management and improvement;
- Understanding of evidence synthesis and its potential impact on health; and of key evidence synthesis methods (e.g., GRADE) essential;
- Excellent written and verbal communication skills;
- Verifiable competence working with people from a variety of cultures and leading geographically-dispersed teams;
- Strong organization and prioritization skills; and an ability to work methodically, accurately and with attention to detail;
- A problem solver, able to make timely and effective decisions, and take prompt action to accomplish objectives and goals;
- Adaptable and flexible to changing needs;
- Able to develop and maintain working relationships with key stakeholders;

- Proficient IT skills, including Word, Excel and PowerPoint;
- Able to travel internationally.

**Desirable:**

- Management experience within the healthcare charity sector.
- Experience of working at Senior Management level.

**KEY INTERFACES**

**Internal:** All Cochrane Groups, including Networks, Cochrane Review Groups, Cochrane Authors, Cochrane Centres, and the Central Executive Team.

**External:** Users of Cochrane evidence products and services: particularly health and healthcare policymakers, guideline producers, clinicians and other practitioners, patients and consumer groups, research organizations and health publishers.

**DIMENSIONS**

**Budgetary responsibility:** Projects within the Editorial and Methods Department (2019: £500,000)

**Number of direct reports:** 8-10.