



## SENIOR EDITOR

### JOB DETAILS

Job Title:	Senior Editor, Children and Families Network
Reports to (title):	Editor in Chief
Date:	August 2018

### PURPOSE OF THE JOB

In 2017 Cochrane created eight new Networks of Cochrane Review Groups (CRGs) responsible for the efficient and timely production of high quality systematic reviews that address the research questions that are most important to decision makers. The creation of these thematic Networks **provided an exciting opportunity for experts in the field to join Cochrane's** new editorial leadership and help the organization deliver its *Strategy to 2020* objectives.

### PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

**The Senior Editor is accountable to Cochrane's Editor in Chief. Upon her/his appointment, the Senior Editor will join the Editorial Board for the Cochrane Library. The Editorial Board will be responsible for supporting the EiC and overseeing development and implementation of editorial strategy, in particular the review production process for Cochrane Reviews, and also monitoring the performance of the Cochrane Library.**

Within her/his Network, working with CRG teams and the Associate Editor, the Senior Editor's main responsibilities are both strategic and operational:

- Ensure that the reviews produced and published by the CRGs within the Network **are of high quality and meet Cochrane's standards.**
- Identify gaps in scope coverage based on (at a minimum) the global burden of diseases, and lead and support prioritization processes within the Network.
- Lead and support the identification of shared priorities within the Network.
- Support communication between the Network and Cochrane community.
- Support innovation in the production of Cochrane systematic reviews and their end use

### PERSON SPECIFICATION

Essential:

- Leadership and strategy skills and experience
- Skills and knowledge in basic and advanced systematic review methods

- Recent experience of conducting and leading high-quality systematic reviews (Cochrane Reviews desirable)
- Advanced communication, influencing, and negotiation skills
- Advanced problem solving and time management skills
- **Strong commitment to Cochrane's *Strategy to 2020***, and the importance of high quality, relevant systematic reviews that impact on health care and policy
- Ability to support and lead innovation
- Ability to commit to being available for one day per week for a three-year period.

Desirable:

- Relevant content expertise
- Past or present experience of being a Co-ordinating Editor of a high performing CRG
- Past or present experience of editing systematic reviews.

#### KEY INTERFACES

Internal: All groups within Cochrane, particularly Cochrane Review Groups, Cochrane Fields, and the Central Executive Team.

External: Cochrane stakeholders including funders.

#### DIMENSIONS

Budgetary responsibility: Agreed on an individual basis.

Number of direct and indirect reports: Agreed on an individual basis.