

Senior Editorial Officer

Editorial and Methods Department

JOB DETAILS

Job Title:	Senior Editorial Officer, Editorial and Methods Department
Reports to (title):	Editor in Chief, Cochrane
Date:	September 2019

PURPOSE OF THE JOB

To support the Editor in Chief of Cochrane in achieving the strategic aims and delivering the objectives of the **Cochrane Editorial and Methods Department (EMD)**.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Reporting to the Editor in Chief, lead and oversee strategic projects, including:

- Working with the Editorial and Communications Officer on strategic projects or programmes of works relevant to the strategic vision for Cochrane's content and review production.
- Supporting effective and timely communications between the Editorial and Methods Department and other departments of the Cochrane Executive Team.
- Lead the development of editorial projects and plans for making Cochrane reviews more accessible (in liaison with the KT Department and IRD).
- Working with the Peoples Services Department on projects aiming to improve authors' experiences. This includes the delivery of Editorial and Author Charters describing agreed expectations between Networks, authors and CRGs to assure the equity and consistently high quality of the review process.
- Implementing the agreed quality-assurance process for high-profile reviews.
- Supporting the Head of Review Production on operational projects relevant to the Cochrane Review Group (CRG) Networks including:
 - The implementation of the new Editorial Management System;
 - The development of Centralised Editorial Services;
 - The introduction of a new journal submission process; and
 - Editorial policy and process implementation.
- Attending Cochrane's [Editorial Board](#) as part of the Editor in Chief's core team.
- Undertaking any other duties considered appropriate.

PERSON SPECIFICATION

Essential:

- An understanding of the importance of systematic reviews to clinical decision-making.
- An 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.
- An ability to accomplish projects with little supervision.
- Intermediate-level IT skills, including proficiency in 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 the 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 Cochrane Groups, including Networks, Cochrane Review Groups, Cochrane Authors, Cochrane Centres, and the Central Executive Team.

External: Cochrane stakeholders.

DIMENSIONS

Budgetary responsibility: Yes, agreed on an individual basis.

Number of direct and indirect reports: 2-3 direct or indirect reports. Subject to change to be agreed on an individual basis.