



Senior Editor (Methods)

JOB DETAILS	
Job Title:	Senior Editor (Methods)
Reports to (title):	Editor in Chief
Date:	October 2019

PURPOSE OF THE JOB

To support the Editor in Chief of the Cochrane Library and help to deliver the methods-related objectives and targets of the **Cochrane Editorial and Methods Department (EMD)** by:

- 1) Leading the development of Cochrane's content strategy and other strategic and operational methods developments in Cochrane;
- 2) Overseeing methods support for Cochrane Reviews;
- 3) Providing input in technological developments and the integration of technology in the review production process.

Cochrane has created eight Cochrane Review Group (CRG) Networks to support the efficient and timely production of high quality, high priority Cochrane systematic reviews. It is also implementing an ambitious Content Strategy committing Cochrane to increase the number of published reviews that use complex methods.

The Senior Editor for Methods will head up the Methods Portfolio in the Editorial and Methods Department (EMD). This comprises managing the Methods Implementation Coordinator and ensuring the successful adoption of new or updated methods in Cochrane Reviews, managing the Statistical Editor and ensuring that appropriate methods support is given to Cochrane Networks and their constituent CRGs through the newly established Methods Support Unit, and liaising with the technology team responsible for the development of Review Manager software to ensure that Cochrane methods are successfully implemented in Cochrane's technology systems. The role will also be involved in the development of appropriate learning resources for Cochrane contributors.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Editorial and Methods Leadership

- To play a major role in the development of methods used in Cochrane by assisting in the development, implementation or evaluation of new or existing methods in Cochrane Reviews
- To ensure that the methods support from a dedicated unit in the EMD meets the needs of the CRG Networks

- To support the Editor in Chief in the development and implementation of Cochrane's Content Strategy to ensure the Cochrane Library remains a premier international source of healthcare evidence
- To ensure that appropriate methodological review has been carried out for high profile reviews and reviews using complex methods prior to publication
- To liaise with the Deputy Editor in Chief to support the efficient production of high-quality and timely Cochrane Reviews

Operational Leadership

Reporting to the Editor in Chief, lead and oversee The Cochrane Library Content Strategy projects to ensure that the strategic development is based around the needs of end users. This will include:

- Developing, managing and supporting the delivering of projects that are relevant to the EMD's mission; to involve managing schedules, supervising less experienced staff, and co-ordination with contributors and publisher
- Contributing to the development of methods-related editorial policies and supporting the Deputy Editor in Chief with their implementation
- Working closely with the Cochrane Library Product Owner, Deputy Editor in Chief, and SMT to support delivery of publishing strategy for Cochrane
- Working with members of the ITS team to help integrate methods in technology systems used in preparing Cochrane Reviews
- Working with members of the Learning team to help develop training that meets methods learning needs of Cochrane contributors
- Contributing to Cochrane's budget planning processes, and managing the resources associated with the Methods portfolio
- Identifying continuous improvement opportunities and work with colleagues to ensure that new processes, workflows systems and lessons learned are implemented effectively
- Attending Cochrane's Methods Executive, [Editorial Board and Scientific Committee](#)
- Undertaking other duties that may be considered appropriate

PERSON SPECIFICATION

Essential:

- Degree in relevant field or equivalent; relevant postgraduate qualification is desirable
- Knowledge and skills relevant to the systematic review methods, including familiarity with Cochrane guidance and standards on the design, conduct, and reporting of systematic reviews
- Experience of developing, implementing, and using different methods in systematic reviews
- Proven ability to solve problems and make decisions, think strategically, with awareness of when to use her/his discretion and when to escalate
- Excellent written and verbal communication skills; and verifiable competence working with people from a variety of cultures and leading geographically dispersed teams
- Proficient IT skills, including Word, Excel and PowerPoint
- Strong organization and prioritization skills; and an ability to work methodically, accurately, and with attention to detail
- Experience of initiating, creating, and commissioning reports

- Experience of team and individual line management and supervision, including working remotely
- Develop and maintain working relationships with key stakeholders
- Available for occasional travel locally and internationally

Preferred:

- Familiarity with complex review methods (e.g. Network Meta-Analysis, Prognosis, Qualitative, Synthesis of non-randomised studies)
- Experience of budget management
- Understanding of the knowledge of Cochrane as an organization, and good relationship with Cochrane Methods community
- Experience of healthcare charity sector

KEY INTERFACES

Internal: All groups within Cochrane, particularly Cochrane Methods Groups, Cochrane Review Groups and authors; with all Central Executive Team Departments, particularly the Editorial and Methods Department (EMD) and Knowledge Translation Department, IT Services, and Membership and Learning Services.

External: Users of the Cochrane Library; Cochrane Library publisher; other stakeholders, including funders.

DIMENSIONS

Budgetary responsibility: Yes, agreed on an individual basis.

Number of direct and indirect reports: 4 - 6 direct or indirect reports. Subject to change to be agreed on an individual basis.