



Plain Language Summary Science Writer

JOB DETAILS	
Job Title:	Plain Language Summary Science Writer (s)
Reports to (title):	Copy Editing Manager, Editorial and Methods Department
Date:	February 2020 Salary: £38,000 FTE Location: Flexible Position: 12 month fixed term contract or secondment, beginning march 2020. Full or part-time considered..
PURPOSE OF THE JOB <p>This new role within Cochrane will be responsible for producing Plain Language Summaries (PLS), a vitally important part of a systematic review, which gives an easy-to-understand summary of the key information. The PLS are often: 1) the first, or only, contact health decision-makers will have with Cochrane as an organization; and 2) the main way decision-makers will access and gain understanding of a Cochrane Review. PLS are also the dissemination product most frequently translated into other languages. This project is a strategic priority for Cochrane in 2020 that aims to determine a new approach and format which improves, simplifies and standardizes Cochrane's PLS to improve the accessibility, readability and understanding of Cochrane evidence.</p> <p>This role will help raise the profile and impact of Cochrane evidence in informing health decisions. The project will support the organization's strategic and knowledge translation aims and editorial activities as part of a 12-month project.</p>	
PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS <ul style="list-style-type: none"> • Lead the development of a new approach to PLS writing and a standardization of Cochrane's PLS format. • Writing new and updated intervention review Plain Language Summaries on behalf of the Cochrane's Musculoskeletal, Oral, Skin and Sensory (MOSS) Network, and/or another Cochrane Review Group Network and in close collaboration with the Knowledge Translation Department. • Develop an agreed PLS template and format (including consolidating existing resources) for future PLS in Cochrane relevant for each of the target audiences defined within Cochrane's Knowledge Translation Framework (with a focus on patients and the public, policymakers, health practitioners, clinicians and consumers). 	

- Develop plain language and standard guidance for Cochrane Review Groups (CRGs) to produce PLS in the future, including a focus on high profile reviews due to publish in 2020 as part of Cochrane's editorial and dissemination processes.
- Provide support and training to people within Cochrane engaged with writing PLS and offer clear recommendations on how Cochrane will produce PLS from 2021.
- Work closely with Cochrane's Senior and Associate Editors to manage the workflow of reviews having PLS, and manage approval of these with review authors.
- Present ideas for improvement of the PLS structure, and how this could be implemented which may include changes to existing PLS writing standards, headings, workflows (in the Editorial Management System), or in the software used to produce reviews (RevMan).
- Contribute to the implementation of Cochrane's Knowledge Translations Strategy and improvement of existing and new Knowledge Translation dissemination products and processes, where appropriate.

REQUIRED SKILLS FOR THE ROLE

Essential

- Ability to explain complex material to a non-expert audience, including summarizing data accurately and producing reports on systematic review outcomes.
- Experience working within a professional science or health-writing/editing environment, or in journalism and/or in a similar role.
- Understanding of the importance of systematic reviews to health decision-making.
- Familiarity with Cochrane guidance and standards on the design, conduct, and reporting of systematic reviews, including MECIR and GRADE methods.
- Proven ability to manage multiple projects and work assignments.
- Impressive interpersonal skills both in person and through internet platforms.
- Excellent computer literacy and understanding of multi-media platforms and how they might be effectively used to reach users of Cochrane's health evidence.
- Excellent English-language written communication skills.
- Willingness to work flexibly including outside normal working hours to accommodate different time-zones, and sporadic international travel.
- Commitment to Cochrane's mission and principles.

Desirable:

- First-rate organizational and project-management skills.
- Experience in establishing and implementing new projects within an editorial environment.
- Experience in training, producing style-guides, and evaluating projects.
- A pro-active approach to problem-solving.
- Experience of conducting Cochrane systematic reviews.
- Past or present experience of providing technical editing for systematic reviews.
- Understanding of national and international healthcare and science agendas, particularly in relation to health/policy/science.
- Experience of working within international contexts.

WHO YOU WILL BE WORKING WITH

Internal: All Groups within Cochrane, particularly the Cochrane Review Group Networks, Editorial and Methods and Knowledge Translation Department (part of the Central Executive

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Registered Office: Cochrane, St Albans House, 57-59 Haymarket, London SW1, UK

Team), Cochrane Review Groups, Copy Edit Support Team, Geographic Groups, Methods, Fields and multi-language teams.

External: All science, healthcare and policy stakeholders, partners, practitioners, patients, guideline developers and consumers.

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A

Term of appointment and recruitment process

This position is open to anyone who meets the requirements described above.

All applications will be reviewed by Cochrane's Copy Editing Manager, Head of Knowledge Translation, the Deputy Editor in Chief, and Cochrane Review Group Network's Senior/Associate Editor with responsibility for review quality.

We are open to job share applications that describe how the functions will be divided, and how continuity will be achieved. We would also welcome applications from candidates wishing to undertake this role as a full- or part-time secondment from their employer.

The appointment process will consider the need for all aspects of diversity, including those of gender, age, experience, language and geographical location.

To apply, please send a supporting statement including an example of similar work that you have done along with your Curriculum Vitae to recruitment@cochrane.org by midnight on Thursday 27th February 2020.

About Cochrane

Cochrane is a global independent network of researchers, professionals, patients, carers, and people interested in health.

Cochrane produces reviews which study all of the best available evidence generated through research and make it easier to inform decisions about health. Cochrane is a not-for-profit organization with collaborators from more than 140 countries working together to produce credible, accessible health information that is free from commercial sponsorship and other conflicts of interest. Our work is recognized as representing an international gold standard for high-quality, trusted information.

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