

3.2.8.5 Recruitment of a Managing Editor

This page was updated by Claire Allen in consultation with the MEs Executive on 10 February 2014.

This is a template for Review Groups to use and/or modify as they wish. There is no 'requirement' that this job description be used when advertising a Managing Editor post. This template should not be used without amendment, or at least confirmation that it is appropriate to the local conditions for the Managing Editor of the Review Group in question.

Please also note that this template job description covers the range of responsibilities and tasks that are required to run a Review Group. Depending on the portfolio of reviews and size of the Review Group, these tasks may be assumed by a variety of editorial base personnel (e.g. Assistant Managing Editors, Administrative Assistants, Co-ordinating Editors, Information Specialists, Satellite Co-ordinators, etc). Not all Review Groups may require the entire range of tasks.

3.2.8.5.1 Advertisement

Cochrane XXX Review Group

JOB TITLE: MANAGING EDITOR

Salary range: XXX

Based at XXX

Responsible to the Co-ordinating Editor of the Cochrane XXX Review Group

Duration: to be determined by Cochrane XXX Review Group

Reference number: XXX We would like to invite applications for this interesting and challenging opportunity to contribute to the publication of Cochrane systematic reviews in the field of XXX.

The Cochrane XXX Review Group (CRG) is part of The Cochrane Collaboration. This is an international network of individuals and organisations committed to preparing, maintaining, updating and disseminating the results of systematic reviews of healthcare interventions to help people make well-informed decisions about health care (see www.cochrane.org). The focus of this Cochrane Review Group is XXX; it is one of XXX CRGs worldwide which contribute to The Cochrane Collaboration.

A Managing Editor is required to ensure the efficient and effective operation of the CRG's editorial base. The candidate will be responsible for managing the editorial processes for systematic review preparation and publication. This involves providing specialised editorial support to review authors, managing the process of peer review, maintaining communication between the CRG's editorial team members, submitting reviews and protocols to the publisher, Wiley-Blackwell, maintaining the CRG's website, and representing the CRG to all relevant individuals and agencies.

The ideal applicant will be educated to degree level or above, with managerial, administrative, scientific or publishing experience or equivalent, along with excellent organisational and communication skills. Knowledge of scientific and medical terminology and evidence based health care is desirable. Familiarity with clinical trials, systematic reviews, or The Cochrane Collaboration would be welcomed.

For further details and application form visit: XXX

To discuss the post further please contact: XXX

The closing date for receipt of applications is: XXX

Please note that the interviews are scheduled for: XXX

3.2.8.5.2 Job description

JOB DESCRIPTION

MANAGING EDITOR

Cochrane XXX Review Group

Role overview: manages the day-to-day activities and production of the Review Group's reviews up to submission to the publishers for publication in *The Cochrane Library*.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1 MANAGEMENT

- . Work closely with the Cochrane Review Group's (CRG) Co-ordinating Editor (Co-Ed) on strategic aims and the business plan.
 - . Ensure CRG complies with The Cochrane Collaboration policies and procedures.
 - . Work with the Co-Ed on setting CRG-specific policies and procedures.
 - . Prepare monitoring reports with input from the Co-Ed and other editorial base personnel, and submit monitoring reports to funders and The Cochrane Collaboration.
 - . Prepare and manage budgets.
 - . Prepare grant applications as appropriate.
 - . Manage the editorial workflow of the CRG's reviews to meet internal CRG and external Cochrane Collaboration timelines.
 - . Prepare and submit information and supporting documentation to the Co-Ed for monitoring the editorial base's progress as required.
 - . Manage the editorial office systems.
 - . Manage the CRG's staff; (the number of staff will depend on the size, organisation and funding of the individual CRG).
 - . Undertake or participate in recruitment, selection and annual appraisal of staff as necessary (including participation on interview panels).
 - . Be responsible for own personal and professional development (e.g. learning new software, policies, etc); identify and encourage training for other CRG members (e.g. editorial office personnel, editors, authors, etc).
 - . Initiate quality assurance activities to maintain/improve performance of editorial base.
 - . Motivate review authors to submit title registration forms, protocols, reviews and update reviews according to agreed timelines.
- .

Help to manage relationships between review authors, editors and review teams.

2 EDITORIAL TASKS

- . Act as the first point of contact for all correspondence to the CRG editorial base and filter all submitted material as appropriate.
- . Use workflows on a day-to-day basis to track each review through the editorial process, to plan and prioritize work across multiple reviews; and to identify and analyze trends in the CRG's processes.
- . Register new review titles and liaise with other Cochrane Review Groups to avoid duplication of effort.
- . Ensure adherence to The Cochrane Collaboration's conflict of interest policy during the production and completion of reviews.
- . Support and advise review authors on the production of high quality reviews by providing guidance and training in the use of RevMan, The Cochrane Collaboration's software for preparing systematic reviews; collating feedback from editors and peer referees; and ensuring the authors respond appropriately to this feedback when re-submitting their reviews.
- . Support and advise review authors in the use of Archie, The Cochrane Collaboration's information management system.
- . Ensure reviews and protocols are of high quality by liaising and utilising the skills of relevant personnel such as the Trials Search Co-ordinator (TSC), the Statistical Editor or statistician.
- . Manage the peer review process, identifying appropriate external peer and consumer reviewers with the assistance of the Co-Ed, the editors and relevant professional and consumer bodies.
- . Proofread and edit protocols and reviews (for content, methodological and technical integrity, adherence to Cochrane standards and format, grammar and use of English) throughout the development stage.
 - Prepare, finalise and submit the CRG's reviews, protocols and website (including the CRG's contact details and Topics list), using the Information Management System (IMS), to the publishers, Wiley-Blackwell.
 - Ensure signed 'Conflict of Interest' and 'Licence for Publication' forms are submitted by review authors before publication of reviews.

- . Monitor and facilitate the update of reviews according to Cochrane Collaboration policy.
- . Initiate quality assurance and continuous quality improvement activities to maintain and improve the quality of reviews.
- . Act as liaison with the publisher Wiley-Blackwell and other Cochrane groups.

3 CO-ORDINATION

- Co-ordinate activities between the editorial base, review authors, editors and peer referees and other members worldwide, and the publishers Wiley-Blackwell
- . Make and maintain effective liaison (through e-mail, letter, face-to-face or telephone) with, and where appropriate between, review authors, peer and consumer referees, Co-Ed, TSC, other editors and editorial staff, the publisher, other Cochrane groups and international members of The Cochrane Collaboration
- . Contribute to the work of The Cochrane Collaboration as a whole by responding to requests for information, completing surveys and contributing ideas and feedback.
- . Assist with administration of annual elections to The Cochrane Collaboration Steering Group.
- . In collaboration with the Co-Ed and the Editorial Board, encourage the participation of people from low income countries in the work of the CRG.
- . Represent the ME position within The Cochrane Collaboration at committees as appropriate
- . Contribute towards publications and reviews as appropriate

4 GENERAL

- . Provide training and access to training resources for review authors, editors, peer reviewers, peer referees and other personnel on policies, procedures and new software as appropriate.
- . In collaboration with the Co-Ed and TSC, provide some IT support and mentoring for review authors.
- . Maintain the CRG's contact details within the Collaboration's IMS.
- . In collaboration with the TSC, obtain translations of reports of relevant studies where possible.
- . Develop and maintain the CRG website, using the Cochrane website software.
- . Participate in regional meetings of The Cochrane Collaboration and the annual Cochrane Colloquia.

- . Organise meetings of the CRG as required, including the international Editorial Board meetings, local conferences and seminars, and meetings between review authors and editors.
- . Chair CRG meetings.
- . Represent the Co-Ed if necessary.
- . In collaboration with other editorial base personnel, prepare and disseminate newsletters, brochures, team progress reports and information packages for the CRG.
- . Give presentations and posters, and disseminate promotional literature at professional and lay meetings.
- . Produce letters and reports as required (e.g. regular reporting may be required by the host organization, funders, local Cochrane Centre and The Cochrane Collaboration's Monitoring and Registration Committee).
- . In collaboration with the Co-Ed, and other key CRG personnel, develop a dissemination plan for the work of the CRG and manage any public relations such as dealings with journalists.

5 PERSON SPECIFICATION

Essential attributes

- . Education to degree level or equivalent skills and experience.
- . Two years' administrative, scientific or publishing experience.
- . Two years' managerial or supervisory experience; ability to communicate with staff at all levels.
- . Ability to produce, monitor and assess estimates/costs and to work within budget.
- . Excellent time management skills in prioritising workload of self and others, project management and organisational skills; meet fixed deadlines, initiate and follow-up actions, all with minimal or no supervision.

- Excellent interpersonal, oral and written communication skills in English, presentation and negotiation skills; able to assist those whose first language is not English.

- . A working knowledge of scientific and medical terminology and evidence based healthcare.

- . Excellent computing skills (including word processing, bibliographic databases, spreadsheets, internet and e-mail) and ability to learn new software quickly.

- . Excellent technical, methodological, copy editing and proofreading skills; attentive to detail.

- Adaptable, flexible and willing to undertake additional responsibilities; prepared to work additional hours where necessary in response to CRG requirements.

- Willing and able to travel nationally and internationally.

Desirable attributes

- . A working knowledge of clinical trial methodology, basic statistical concepts of meta-analysis, critical appraisal, systematic reviews and epidemiological methods.

- . Experience with or knowledge of The Cochrane Collaboration and/or *The Cochrane Library*.

- . Web design and maintenance skills.

- Post-graduate education.

- Familiarity with abstracting and indexing services, i.e. PubMed, MEDLINE..