

Managing Editor (ME) job description

Template for Cochrane
Review Groups.
April 2020



1 Guidance on use of this template

This is a template for Cochrane Review Groups (CRG) to use and modify when advertising a Managing Editor post. It should not be used without amendment, or at least confirmation that it is appropriate to the local conditions for the Managing Editor of the CRG in question.

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

When using this template job description, we recommend that you carefully consider who is going to undertake each point of the job description and remove those which are carried out by others. If the task is clearly the responsibility of the Managing Editor (ME), but is routinely delegated, e.g. to an Editorial Assistant, then it should still remain in the ME job description as that is where the responsibility lies. There is a section entitled *Role Dimensions* that allows you to outline the additional support available to the ME to undertake their role, e.g. Editorial Assistants.

When creating this job description we decided that all of these points are important CRG tasks, even if they are not undertaken by the ME in all cases. Therefore, if you are removing a point from the job description, please consider whose job description it should form part of and update accordingly, where possible.

When advertising for a new ME please bear in mind that [ME Support](#) can provide support to help you through this process and, in fact, the earlier ME Support become involved the better to ensure a well-supported handover happens.

At a minimum, please ensure that ME Support are aware of the change, so that all relevant processes can be followed. The official notification process requires the CRG to provide brief details about the candidate (or a CV) for the person they are appointing to the role. All official notifications should be sent to support@cochrane.org. Notification will be circulated to the Managing Editors' Executive, to the ME Support Team, and to the EiC. We will then ensure that other tasks are completed such as adding the new ME to relevant mailing lists, and arranging an exit interview for the outgoing ME.

If you need to further help putting this job description into practice, whether that is support to finalise the job description or practical help in the interview process, please do get in touch with ME Support who will be happy to assist.

2 Advertisement

JOB TITLE: MANAGING EDITOR of Cochrane XXX (part of the Cochrane XXX Network)

Salary range: XXX

Based at XXX

Responsible to the Co-ordinating Editor of Cochrane XXX

Duration: to be determined by Cochrane XXX

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 one of the XXX CRGs worldwide which contribute to Cochrane. 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 CRG is XXX and is part of the broader XXX Network.

A Managing Editor is responsible for the day-to-day operational management of the CRG 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, 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 Cochrane 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 and interviews are scheduled for: XXX

3 Job description

Role overview:

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

Principal duties and responsibilities

Management

1. Develop the CRG's strategy (including policies, procedures and processes), in conjunction with the Co-ordinating Editor, and be responsible for its implementation.
2. Manage CRG's progress against business and work plans, including output and financial reporting; and initiate quality assurance activities to maintain/improve CRG performance
3. Prepare administrative, monitoring, technical and financial reports as required by Cochrane, funders and stakeholders
4. Work with the Co-ordinating Editor to identify and apply for funding opportunities
5. Ensure CRG complies with Cochrane's policies and procedures as outlined in the [Cochrane Editorial and Publishing Policy Resource](#) (EPPR)
6. Foster networks and relationships with national and international clinical guideline developers and other stakeholders to ensure that priority topics are addressed
7. Collaborate with relevant entities and personnel (e.g. Senior and Associate Editors) to help achieve the Network's strategic aims and objectives
8. Manage the editorial base, including recruitment, line managing and appraisal of team members as required, along with workload planning.
9. Oversee the CRG's Editorial Board (including recruiting, supporting training and retention of key editorial board members)
10. Organise and chair CRG meetings as required, including international editorial board meetings, and meetings between review authors and editors; and deputise for the Co-ordinating Editor at meetings, as required.

Editorial tasks

11. Using appropriate workflow systems, project manage the editorial process on a day-to-day basis to ensure agreed milestones are met.
12. Edit of reviews for content, methodological and technical integrity, as well as adherence to the Methodological Expectations of Cochrane Intervention Reviews standards (MECIR).
13. To plan and prioritise work across CRG portfolio to fulfil stakeholder priorities for both new and updated reviews.
14. Register new review titles and liaise with other CRGs to avoid duplication of effort and minimise overlap between Cochrane reviews
15. Manage the peer review process for all protocols and reviews, including the identification and engagement of appropriate peer-referees and collation of feedback for review teams
16. Identify and involve consumers (lay contributors) as appropriate to ensure relevance and readability of reviews

17. Monitor and facilitate the update of reviews in accordance with the [Cochrane Review Update policy](#)
18. Liaise with Cochrane Copy Editors and review authors to ensure that Cochrane protocols and reviews adhere to the [Cochrane Style Manual](#) before publication
19. Manage final production (including appropriate sign-off, completion of Licence for Publication and conflict of interest forms, and electronic submission to publishers)

Communication and knowledge translation

20. Act as the key contact between the CRG and its contributors, the Cochrane Central Executive Team (CET), the Network, the wider Cochrane community, funders and stakeholders.
21. In collaboration with CRG Editors and Cochrane's Knowledge Translation guidance, develop and implement targeted dissemination plans for reviews
22. Establish and maintain content for the CRG website and social media platforms as appropriate
23. Publicise activities, achievements and new developments of the CRG, the Network and Cochrane, including giving presentations/posters at meetings as required
24. Act as an ambassador for the CRG at meetings, including topic specific and Cochrane conferences
25. Contribute to the wider work of Cochrane through participation in Cochrane project working groups or advisory groups (e.g. ME Executive), as well as responding to requests for information, surveys, and contributing ideas

Training

26. Induct and support editorial staff, editors and authors on the tools available for editing and review production by providing guidance and directing to training resources (e.g. Cochrane's Editorial Management System, RevMan, Covidence, GradePro)
27. Ensure that all editorial base staff and editors are aware of training opportunities and the latest standards and policies set by Cochrane
28. Responsible for own Cochrane and non-Cochrane professional development

PERSON SPECIFICATION

Knowledge and experience

Essential attributes

- Educated to degree level in a relevant area with substantial relevant experience or equivalent
- A significant track record in the editorial process of research publications in internationally leading journals
- Knowledge and understanding of the work of Cochrane and the nature of systematic reviews
- Significant experience in a research environment in health and/or public health
- A working knowledge of scientific and medical terminology and evidence based healthcare
- Experience of effective collaboration with external partners and contribution to professional and academic networks
- Willingness to commit to Cochrane's mission and values

Skills (professional, technical, managerial, practical)

- The ability to understand complex issues and to interpret and communicate them in simple but accurate terms
- Excellent interpersonal, oral and written communication skills in English, presentation and negotiation skills; able to assist those whose first language is not English
- The ability to guide, influence and motivate others
- The ability to think strategically, use initiative and an active approach to problem solving
- The ability to contribute to broader organisational and management processes and to provide leadership, co-ordinating the work of other staff
- 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 technical, methodological, copy editing and proofreading skills; attentive to detail
- Excellent computing skills (including word processing, bibliographic databases, spreadsheets, Internet and e-mail) and ability to learn new software quickly
- 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

- Familiarity with terminology and concepts relevant to scope of CRG
- A working knowledge of clinical trial methodology, basic statistical concepts of meta-analysis, critical appraisal, systematic reviews and epidemiological methods
- Experience with social media, including web design and maintenance skills

Role Dimensions

- This Managing Editor reports to the Review Group Co-ordinating Editor
- The Managing Editor is the line manager for: XXXX (*e.g. 1.0 FTE Editorial Assistant*)
- The XXXX Cochrane Review Group team also consists of: XXXX (*e.g. 1.0 FTE Information Specialist*)
- The Managing Editor has the following budgetary responsibilities: XXXX