



Job Description

Post:	Managing Editor, Cochrane Infectious Diseases Group
Responsible to:	Co-ordinating Editor of Cochrane Infectious Diseases Group (Paul Garner)
Contract:	Full-time Fixed Term

Background

Systematic reviews are used to develop many global and national guideline in health care. Cochrane has developed methods, produced a large number of systematic reviews, and has contributed to more transparent approaches to policy making.

The Cochrane Infectious Diseases Group (CIDG) was one of the first Cochrane Groups and is known for its exacting standards. The CIDG consists of over 600 authors from some 52 countries, with 17 editors from around the world. We have been preparing systematic reviews on the benefits and harms of healthcare interventions for infectious diseases, particularly malaria, tuberculosis, diarrhoea, and tropical diseases. As of 2015, we now also manage the HIV/AIDS portfolio of reviews.

The successful applicant will be working with a dynamic team of researchers, administrators and communication specialists at the LSTM; with the authors contributing to CIDG; and with partners that are part of the Effective Health Care Research Programme Consortium. For more details see our webpages.

The CIDG has been funded since 1995. The Group is currently preparing a new strategic plan and funding application for its next phase starting when the current grant ends. Further informal inquiries to paul.garner@lstmed.ac.uk

Summary of role:

To contribute to the Consortium through enabling the production of timely, high quality, up to date Cochrane or related systematic reviews relevant to improving health outcomes in the poor. This is mainly as the Managing Editor of CIDG.

Main duties

Duty 1. Managing Cochrane Infectious Diseases Group review production

In a timely, customer sensitive and professional manner, to manage the editorial process for CIDG reviews.

- Organize the refereeing process for protocols and reviews.
- Co-ordinate Editors' input to the development of protocols and reviews.
- Ensuring technical editing of reviews by carrying this out or subcontracting to freelance editors.¹
- Manage final production (proofs, publication forms, and electronic submission).
- Convene regular meetings of the editorial team to help speed decisions, co-ordinate the work, prioritise reviews and manage workload.

Duty 2. Manage the interface with existing and potential authors

Primary contact point for CIDG authors to support them to prepare Cochrane Reviews.

- Respond to informal title enquiries and co-ordinate decision process for completed title registration forms.
- Register approved titles and provide authors with tools to prepare protocol.
- With editorial team, help decide on where travel, fellowships, linkages and conference calls may help in the completion of reviews.

Duty 3. Day to day management of the CIDG Editorial team

To manage communication, information, and work flow with the Editors and in-house editorial team.

- Manage tracking of reviews, workflow, and appropriate prompts to authors, editors and referees.
- Work with authors and editors to develop, and keep to, agreed work schedules.
- Prepare and circulate information to editors about policies.
- Develop systems for records management, and apply to future and existing materials.
- Joint line management of CIDG Editorial Assistant/Administrator with the Consortium Programme Manager.

Duty 4. Contribute to the external profile of the organization

To contribute to the excellent profile of the CIDG with funders, the public, and the publishers.

- Liaise with Wiley about press release and related matters.
- Contribute to other tasks related to the outputs of the Consortium, preparation of grant applications and funding reports.

Duty 5. Liaise with Cochrane

To ensure good communication between CIDG and Cochrane.

- Oversee the completion of Cochrane monitoring reports.
- Keep up-to-date with Cochrane developments, and share information with editorial team and authors.
- Participate in working groups and pilots, where possible and appropriate, to develop CIDG and Cochrane Collaboration working methods.
- Represent the CIDG at relevant editorial meetings at Cochrane Colloquia. This will involve national and international travel.

Duty 6. Contribute to the Research Programme Consortium

To be part of the Consortium Liverpool management team, help with reports, and where required, provide editorial systems to bespoke or specialist reviews outside of CIDG publishing remit. It is not anticipated that this duty will take up more than 10% of the post.

It is anticipated that a successful applicant with limited experience of Cochrane will focus on the first three months on duties 1 to 3.

23 July 2017

PERSON SPECIFICATION

POST	Managing Editor
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AF – Application Form

COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Qualifications, Training & Knowledge		
Postgraduate degree (biomedical science or health)	E	CV
PhD in biomedical science or health; diploma or MSc in publishing	D	CV
Experience		
Proven experience in medical or biomedical scientific research	D	CV
Experience in writing up medical or biomedical scientific research clearly and concisely	E	CV/INTERVIEW
Experience of working with Cochrane Reviews, or systematic reviews, or trials	D	CV/INTERVIEW
Experience of technical editing, copy editing or proof reading in medicine or biomedical science	E	CV/INTERVIEW
Skills & Behaviours		
Good IT skills at an advanced level using Microsoft Office applications	E	INTERVIEW/TEST
Excellent attention to detail	E	CV/INTERVIEW
Excellent project management skills	E	CV/INTERVIEW
Social skills in managing and working in teams of people from a wide variety of countries, backgrounds and disciplines	E	INTERVIEW
Ability to learn to use new publishing related software	E	CV/INTERVIEW
Excellent time management skills and ability to prioritise workload to meet deadlines	E	CV/INTERVIEW
Demonstrable scientific writing skills	E	CV/INTERVIEW
Circumstances		
Full-time	E	INTERVIEW
A flexible approach to work and willingness to travel nationally and internationally when required	E	