

Job Description



Job Title:	Managing editor, Cochrane Gut group UCLAN satellite
School:	School of Medicine
Grade:	Grade I
HERA Reference:	HERA/20034
Professional Responsibility to:	Professor Morris Gordon, Professor of Evidence synthesis & systematic review Co-ordinating Editor (CE), Cochrane Gut
Line Manager	Morris Gordon
Responsible for:	Project leadership, Systematic reviewing, dissemination activities, grant preparation, deliver systematic review teaching
Job Purpose: <ul style="list-style-type: none">• To lead, quality assure and manage the Cochrane Gut Group Satellite (CGGS) output at all stages of editorial support for the 150 titles within the group portfolio• To develop and output high quality Cochrane reviews• To facilitate other team members and wider authorship in completing key activities needed to complete reviews.• To produce all forms of project outputs.	
Main Duties and Responsibilities: <ul style="list-style-type: none">• Provide regular, customer focused and timely response to the various stakeholders involved in all stages of the CGGS production, with a focus on offering a high-quality author experience at all stages.• Provide day to day management of the editorial office of the CGGS, working with associated core staff, as well as additional stakeholders working on or using our reviews.• Produce and maintain systems to track and monitor the various overlapping tasks of the groups, including review editorial, user dissemination, training, output at key stakeholder events, grant capturing facilities and associated primary research.• Use the Cochrane Information Management System to monitor progress with CGGS reviews and manage the editorial process of the CGGS and to manage all editorial tasks, including proofs, license to publish forms and declarations of interests.• Work closely with the team completing an NIHR Cochrane programme grant set of titles, ensuring the NIHR Cochrane Programme goals are met by prioritizing editorial and searching functions for these titles and where necessary, acting as author on these reviews (likely 8-12 titles per annum).• Line manage and work closely with an information specialist on site on a daily basis, including all associated responsibilities and duties.• Lead and actively produce the core systematic reviews needed to enable fulfilment of the NIHR project deliverables and milestones to deadlines.• Maintain regular contact and foster close, collaborative working with the Managing Editor at the Cochrane Gut Group Canada base, including regular weekly teleconferences.• Work with the Cochrane Abdomen and Endocrine network team as needed, including supporting other group tasks, as well as governance activities	

Main Duties and Responsibilities:

- Support the production and implementation of systems to reduce the median time for author feedback to 2 months within 2 years
- Monitor and report productivity to funders of the CGGS in UCLAN, outside funders such as NIHR and the Cochrane Collaboration in line with governance procedures
- Represent the CGGS and Cochrane Gut at national and international events as required to ensure as wide access and coverage globally as possible.
- Deliver local author and editor training, with support of the CE, as well as supporting international delivery of such training.
- Provide access to training materials and related resources to CGGS for review authors.
- Provide methodological input on protocols and reviews submitted for editorial approval by review authors and determine when they are fit for editorial review.
- Identify and recruit peer referees for protocols, reviews and review updates as necessary in conjunction with the Coordinating Editor.
- Manage publication process for new protocols, reviews and review updates (including collecting signed license for publication and declaration of interest statements; copying signed license forms and sending to the Cochrane Collaboration secretariat and logging the collection of forms).
- Maintain close contact with budget teams and produce reports to allow monitoring and tracking of spend and identify for the CE any significant deviation from plan
- Audit author experience and user experience of output, including direct surveys, social media statistics, download and publishing metrics etc.
- Make applications for key grants, including Cochrane prioritisation and Gold access funds from the NIHR
- Liaise with UCLAN and key NHS partner organisation research and press departments, producing press releases as needed.
- Act as a key liaison between CGGS and Cochrane, completing monitoring reports and share information with editorial team and authors.
- Development and maintenance of a multifunctional website to support and promote the project works
- Promote the organisation and its courses and enhance the student experience through attendance at appropriate events.
- Work on future grant applications related to systematic reviewing from key NIHR streams, with 2 applications per annum expected as a minimum.

Reference Number:

Closing Date:

Person Specification



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School:	School of Medicine		
Grade:	Grade I		
Compiled by:	Morris Gordon		
Date:	February 2020		
Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> • Significant experience of systematic review works, with evidence of numerous published works • Specific Cochrane experience, with evidence of authorship of numerous Cochrane reviews • Experience of Cochrane editorial roles • Experience of dissemination and presentation of such works 	<ul style="list-style-type: none"> • Experience of organisation, planning and delivery of granted programmes • Previous role as managing editor for a Cochrane review group • Experience of managing staff; ability to communicate with staff at all levels. • Experience of teaching in undergraduate or higher education 	Application form, reference & Interview
Education/Qualifications	<ul style="list-style-type: none"> • Postgraduate training in an appropriate field to at least masters levels, including epidemiology, public health, medical specialties. 	<ul style="list-style-type: none"> • PhD / Professional Doctorate (or progress towards) in appropriate • Cochrane and associated training, including evidence and GRADE analysis • Teaching / leadership qualifications 	Application form & Interview

<p>Knowledge/ Skills and Abilities</p>	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Planning and organisational skills • Report writing, record keeping / IT Skills • Ability to undertake project leadership • Excellent networking skills • Excellent communication and presentation skills • Sound knowledge and Excellent facilitation skills • Excellent skills using REVMAN software and GRADE pro systems • Experience and skill using the Cochrane management system • Sound understanding of methodology including systematic reviewing, data collection and analysis, reporting/dissemination of results. • Knowledge and understanding of the work of the Cochrane Collaboration and the nature of systematic reviews. 	<ul style="list-style-type: none"> • Multiple peer reviewed publications/ conference presentations • Leadership of research/development projects • Evidence of grant writing • Working knowledge of Cochrane review and clinical trial methodologies and statistical concepts of meta-analysis. • Successful track record in managing large scale budgets and delivering work within budget and to deadline. 	<p>Application Form, Interview and reference</p>
<p>Personal Details</p>	<ul style="list-style-type: none"> • Ability to work as part of a team, and take on and accept responsibility • Ability to show initiative and innovation • Able to work to deadlines. • A professional approach. • Commitment to the University's mission statement and medium term strategy 	<p>A willingness to engage in wider promotional activity on behalf of the University</p> <p>Willing and able to travel nationally and internationally.</p>	<p>Application Form and Interview</p>

<p>Reference Number:</p>	
<p>Date:</p>	<p>13/02/2020</p>