Job Description

1. Job Details

Job title: Review Group Co-ordinator, Cochrane Stroke Group
School/Support Department: Molecular & Clinical Medicine
Unit (if applicable): Division of Clinical Neurosciences
Line manager: Head of Division

2. Job Purpose

To ensure publication of high quality systematic reviews, produced by the Cochrane Stroke Group, in The Cochrane Database of Systematic Reviews. To provide comprehensive administrative, technical, editorial and advisory support to an international group of review authors and editors throughout the review and editorial processes. To co-ordinate and manage the Cochrane Stroke Group Editorial Office.

3. Main Responsibilities

1. Support review authors throughout the review and updating processes to ensure the production of high quality reviews.  30
2. Support the Cochrane Stroke Group’s Editorial Board, and implement the editorial and peer review processes to ensure the production of high quality reviews.  20
3. Carry out all editorial responsibilities to ensure that the Group’s reviews and other output submitted for publication in The Cochrane Library meet the required publication standards and deadlines.  15
4. Organise and participate in regular editorial meetings and teleconferences, produce agendas, minutes and reports, and ensure all actions arising are carried out.  10
5. Produce grant applications, progress reports, and final reports for the Chief Scientist Office (CSO) and monitor the research grant; provide data to the Department of Health NHS R&D in England.  10
6. Maintain the Cochrane Stroke Group’s Trials Register.  10
7. Maintain close links with other entities within The Cochrane Collaboration; ensure Collaboration policy is implemented, and attend and participate at annual national meetings and international Colloquia.  5
8. Ensure the Editorial Office has the resources needed to fulfil its function. As necessary

4. Planning and Organising

1. Organise and plan workflow between review authors, the Editorial Board, and the Editorial Office in advance of pre-determined quarterly publication deadlines.
2. Devise and implement schedules for writing grant applications and progress/final reports to the CSO, and monitoring reports to The Cochrane Collaboration and Department of Health NHS R&D.
3. Anticipate future resource requirements for achieving targets, and use financial forecasts to plan accordingly.
5. Problem Solving
1. Help review authors who fail to meet pre-agreed submission deadlines.
2. Resolve technical or methodological problems, or problems related to language where English is not the first language of the authors. Use existing sources within The Cochrane Collaboration, or seek expert advice (e.g., from statistician) where required.

6. Decision Making
1. Independently prioritise and allocate workload in the editorial process and implement necessary editorial changes prior to publication.
2. In conjunction with the Co-ordinating Editor, decide on the best way to develop and implement policies for the Group, within guidelines provided by The Cochrane Collaboration.
3. Independently identify where electronic systems can be developed or improved, develop a proposal and specification, discuss with the programmer how best to implement the proposal, advise Co-ordinating Editor of proposal and seek approval to proceed.

7. Key Contacts/Relationships
No other key contacts/relationships not mentioned elsewhere.

8. Knowledge, Skills and Experience Needed for the Job
(1) Experience of project development and management in an academic environment or experience in medical research or publishing. (2) Strong administrative, management, and organisational skills. (3) Excellent communication skills, both oral and written. (4) Ability to develop and maintain productive working relationships with people from different professional backgrounds and cultures. (5) Sound IT skills.

9. Dimensions
1. Provide administrative, technical, editorial, and advisory support to over 260 review authors based in 20 countries worldwide.
2. Provide administrative, editorial, financial, and advisory support to the Co-ordinating Editor of the Cochrane Stroke Group (Head of Division).
3. Provide administrative, editorial, and advisory support to the 13 members of the Cochrane Stroke Group’s Editorial Board, based in Australia, Hungary, India, Italy, the Netherlands, Norway, and the UK.
4. Monitor project grant (£490,625 for period 1 July 2003 to 30 June 2006).
5. Work closely with three other colleagues based in Edinburgh (statistician, programmer and information specialist).
6. Interact with other entities within The Cochrane Collaboration, as well as with John Wiley and Sons Ltd, publishers of The Cochrane Library.
7. Liaise with members of the CSO and the Department of Health in England.

10. Job Context and any other relevant information
The Cochrane Stroke Group, which is part of The Cochrane Collaboration, is an international research group of review authors (mainly volunteer healthcare professionals) who produce, maintain, and publish high quality systematic reviews of the effects of interventions used in the prevention of stroke, and the treatment and rehabilitation of stroke patients. These systematic reviews, and other output of the Group, are published quarterly on The Cochrane Library, an electronic publication available on-line and CD.