Cochrane Managing Editor—Common Mental Disorders Group
Centre for Reviews and Dissemination (CRD)

Closing date: 29 October 2017
Interview date: TBC
Vacancy reference: 6072
INTRODUCTION

The Cochrane Common Mental Disorders Review Group (CMD) is a large international network of individuals and organizations committed to preparing and disseminating systematic reviews on the prevention and treatment of common mental disorders such as depression, anxiety disorders, eating disorders, somatoform disorders and suicide. The CMD Group is one of 52 Cochrane review groups worldwide which contribute to the work of Cochrane. Cochrane systematic reviews combine results of the world’s best medical research studies and are published in The Cochrane Library, an electronic publication held by Wiley-Blackwell. Cochrane reviews are recognised as the gold standard in evidence-based health care. The editorial functions of each Cochrane review group are managed by a Managing Editor. Following the move of the CMD Group to the University of York, we are now seeking to appoint a new Managing Editor to work with us in CRD.

We are seeking an experienced individual with a background in international research management or scientific/medical publishing who also has knowledge of scientific methods used in health related research and systematic reviews, to lead the management and publishing aspects of the CMD Group.
JOB DESCRIPTION

Main purpose of the role

To draw on specialist expertise and skills in international collaborative research management and research methods, including independent decision making, to:

- maintain and develop clear working practices to govern the activities of the multidisciplinary consortium of international clinical and research teams;
- advise and assist on the scientific and editorial aspects of CMD review production;
- provide a lead for the financial and legal administration of CMD resources;
- act as key contact between the members of the CMD and the wider Cochrane Collaboration, Wiley-Blackwell and NIHR, towards the fulfilment and delivery of the output of the CMD.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Maintain and further develop clear working practices for management of the CMD work including communication amongst the international partners and researchers and between the partners and The Cochrane Collaboration, Wiley-Blackwell and NIHR.
- Act as main support for the Co-ordinating editor (Rachel Churchill) in leading the management of the CMD with responsibility for managing CMD resources within budget and justifying spending to the NIHR.
- Monitor the editorial and financial aspects of CMD progress against the work plan and prepare administrative and financial reports as required by the Cochrane Collaboration and NIHR. The post holder will be expected to work with CRD’s Centre Administrator on financial matters.
- Support and facilitate the production of systematic reviews by clinicians and researchers and monitor review progress to enable fulfilment of CMD deliverables and milestones to deadlines.
- Advise and assist review authors, CMD editors and peer referees on the scientific and editorial aspects of CMD review production.
- Manage the peer review process including the provision of specialised editorial support and training.
- Manage the publication output of the CMD Group including technical/copy editing and proof reading of reviews for content, methodological and technical integrity and adherence to Cochrane house style.
- Evaluate reviews and reject those failing to meet set standards; ensure the smooth running of all aspects of the editorial process.
- Contribute to strategy/contingency planning for CMD including finding creative solutions when unforeseen challenges arise to ensure smooth running of the editorial process.
- Present regular management/progress updates to the PI and to collaborators and agencies at national and international meetings.
- Plan and organise meetings such as editorial meetings and other research and editorial staff training sessions.
- Coordinate the work of the CMD editorial team (including the Information Specialist and CMD editors).
- Provide oversight of development and maintenance of a multifunctional website to support and promote the CMD.
- Assist in preparing research publications and editorials.
# PERSON SPECIFICATION

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<th>Qualifications</th>
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<td><strong>First degree in a relevant health, science or social science subject</strong></td>
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<td><strong>Relevant Masters-level qualification</strong></td>
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<td><strong>PhD or equivalent relevant experience</strong></td>
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<th>Knowledge</th>
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<td><strong>Knowledge and understanding of the work of the Cochrane Collaboration and the nature of systematic reviews</strong></td>
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<td><strong>Working knowledge of Cochrane review and clinical trial methodologies and statistical concepts of meta-analysis</strong></td>
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<th>Skills, abilities and competencies</th>
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<tr>
<td><strong>Successful track record in managing large scale budgets and delivering work within budget and to deadline</strong></td>
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<td><strong>Exceptional interpersonal skills including facilitation, negotiation and diplomatic skills, and experience of successfully managing relationships with international consortia</strong></td>
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<td><strong>High level of written and oral communication skills with experience of writing and presenting clearly for a varied audience including colleagues with different levels of technical expertise and fluency in English</strong></td>
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<td><strong>Excellent technical, methodological, copy editing and proofreading skills; excellent attention to detail</strong></td>
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<td><strong>Excellent computing skills (including word processing, bibliographic databases, spreadsheets, internet and e-mail) and ability to learn new software quickly</strong></td>
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<td><strong>Proven ability to think creatively and strategically and contribute to problem solving</strong></td>
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<td><strong>Sound understanding of methodology including systematic reviewing, data collection and analysis, reporting/dissemination of results</strong></td>
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<td><strong>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</strong></td>
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<td><strong>Good communication and inter-personal skills</strong></td>
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<td><strong>Able to engage and communicate with non-researchers</strong></td>
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<td><strong>Experience of using Cochrane software RevMan and Archie</strong></td>
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## PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Track record of successfully managing international collaborative health/scientific research OR scientific publishing including preparation/delivery of scientific and/or financial reports and applications to funding bodies or publishers</td>
<td>Essential</td>
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<td>Experience of managing staff; ability to communicate with staff at all levels</td>
<td>Essential</td>
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<td>Delivering work to agreed deadlines</td>
<td>Essential</td>
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<td>Experience of the Cochrane Collaboration</td>
<td>Desirable</td>
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<td>Specific experience of systematic reviews in the field of mental health</td>
<td>Desirable</td>
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<td>Experience of user needs analysis for website development</td>
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<td>Writing or contributing to research proposals</td>
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### Personal attributes

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<th>Personal attributes</th>
<th>Essential</th>
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<td>Willing and able to travel nationally and internationally</td>
<td>Essential</td>
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<td>Able to work constructively as part of a team</td>
<td>Essential</td>
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<td>Able to work on own initiative</td>
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<td>Attention to detail and commitment to producing high quality outputs</td>
<td>Essential</td>
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<td>Ability to solve problems and innovate</td>
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THE DEPARTMENT

Background

The Centre for Reviews and Dissemination is a research department that specialises in evidence synthesis. We have been conducting and disseminating the findings of systematic reviews and developing underpinning methods for over 20 years.

We currently have 41 members of staff consisting of researchers, clinicians, information specialists, administrative staff and postgraduate students, including NIHR Academic Clinical Fellows, as well as Visiting Academic Fellows. We also now host the Cochrane Common Mental Disorders Group and collaborate widely with colleagues in the University of York. CRD is co-located and has long-standing and successful collaborative partnerships with the Centre for Health Economics (CHE), the Department of Health Sciences, the Social Policy Research Unit (SPRU) and the Hull York Medical School (HYMS). Together these departments constitute a health services research network - a broad, multi-disciplinary grouping that includes academic public health, primary care, and secondary (specialised) health service expertise as well as strengths in epidemiology, trials, evidence synthesis, informatics, bioethics and social policy research. Externally, we work with relevant groups in the UK and internationally, and have strong links with both the Cochrane and Campbell Collaborations.

Many of our systematic reviews have had a direct influence on national policy and have achieved international impact. The world leading research undertaken by CRD, CHE, the Department of Health Sciences and HYMS has been recognised by the University of York’s ranking as equal 7th for Public Health, Health Services and Primary Care in the 2014 Research Excellence Framework. The results show that 83% of our research was rated as “world leading” or “internationally excellent”. Our research spans health technology assessment, public health and policy and service delivery and organisation, all underpinned by a programme of methodological development.

Health Technology Assessment

Our largest programme of work is in health technology assessment. This includes Technology Assessment Reviews (TAR) funded by the NIHR Health Technology Assessment Programme, which are undertaken in collaboration with CHE. For NICE, we carry out critical reviews of manufacturer submissions under the Single Technology Appraisal process and review, synthesis and modelling under the Multiple Technology Appraisal process and the Diagnostic Assessment Programme. Ongoing and recently completed TAR work includes: an economic evaluation of the value of Cochrane reviews; a single technology appraisal of crizotinib for untreated non-small cell lung cancer; an assessment of a highly specialised technology Eliglustat for Gaucher disease; and a multiple technology appraisal of biologics for childhood psoriasis.

Outside of TAR, we undertake systematic reviews and economic evaluations of benefits, harms and costs of a range of healthcare interventions. Current work includes:

- NIHR Cochrane Programme of nutritional interventions to promote optimal growth and development in preterm infants
- NIHR Postdoctoral Fellowship to assess strategies to reduce antibiotic use in children with cancer
- PCORI funded IPD meta-analysis of progestogen for prevention of preterm birth
- NIHR HTA funded evidence synthesis of interventions for complex traumatic events
- Cochrane reviews of common mental disorders.


Public health and policy

CRD has a track record of undertaking systematic reviews to address important public health questions. As a collaborator in the DH Policy Research Programme (PRP) funded Public Health Research Consortium we are completing a series of reviews on multiple risk behaviours. We are also working with colleagues in the Department of Health Sciences on a NIHR Public Health Research Programme funded project addressing novel psychoactive substances.

We work in partnership with the EPPI-Centre, London and the London School of Hygiene and Tropical Medicine to provide a Department of Health (DH) supported policy reviews facility that supports national policy development and implementation, develops improved methods for evidence synthesis and promotes global awareness of the importance of reviews in decision-making.

Service Delivery and Organisation

CRD provides the NIHR Health Services and Delivery Research (HS&DR) Evidence Synthesis Centre. We summarise key evidence for managers and clinical leaders, producing authoritative single-source documents that provide clear messages in complex areas. The programme is led by CRD in collaboration with SPRU and CHE, and the EPPI-Centre, London.

Underpinning methods of synthesis

Methodological development underpins all of our research and we have particular interests in network meta-analysis and IPD synthesis including enhancement of statistical models, risk prediction and combining observational with experimental data. We are involved in developing approaches to utilise trial data and information increasingly being released under open data and data sharing initiatives. Other areas of interest include methods of narrative synthesis and defining methods and approaches to "rapid evidence synthesis".

University of York Research Strategy

In alignment with the University’s Research Strategy Health and Wellbeing and Risk Evidence and Decision Making themes, CRD is expanding its capacity to deliver high quality policy-relevant research. We are increasing our capacity to undertake health technology assessment and evidence synthesis across a broad range of clinical areas whilst building specific expertise in child health, cancer and mental health. We are extending the scope of public health research to cover public policy more broadly, in particular the wider social determinants of health (e.g. housing, transport, environment). We are seeking to build capacity and expertise across health, social care and public policy and are looking to appoint enthusiastic, skilled applied health researchers, statisticians and health economists who are committed to establishing a career in evidence synthesis.

Further information about the University of York is available at http://www.york.ac.uk

Further information about CRD including completed and ongoing research projects can be found at: http://www.york.ac.uk/crd
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our [Relocation Package](#) and [Welcome Officers](#).

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region's leading employers.

For further information please visit our [employee benefit pages](#)
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6072
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 29 October 2017

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835