

Title: Cochrane Neonatal Managing Editor (ME)
Department: Cochrane Neonatal
Reports to: Director of Cochrane at VON, Cochrane Neonatal Coordinating Editor
Status: Full-time

About Vermont Oxford Network & Cochrane Neonatal:

Vermont Oxford Network (VON) is a nonprofit voluntary collaboration of health care professionals at over 1,400 hospitals and organizations worldwide, working together to ensure that every newborn infant and family achieves their fullest potential. VON member hospitals submit and use VON infant data to identify ways to improve infant care and to drive quality improvement programs. Ranked as one of the best places to work in Vermont by the Best Companies Group, VON values innovation, creativity, and respect for every team member.

VON is the host organization for the Cochrane Neonatal review group, part of Cochrane, an international network of individuals and organizations committed to preparing, maintaining, updating and disseminating systematic reviews of healthcare interventions to help people make well-informed decisions about health care (see www.cochrane.org). The focus of Cochrane Neonatal is the care of newborn infant. Cochrane Neonatal is one of over 50 Cochrane Review Groups worldwide which make up Cochrane.

Job Summary:

The Cochrane Neonatal Managing Editor (ME) ensures the efficient and effective operation of the editorial base and manages the editorial process for systematic reviews. This involves supporting and providing specialized editorial and technical support to review authors, editors, and associate editors. The ME works in conjunction with the coordinating editor to strategize the direction and priorities of Cochrane Neonatal and acts as a liaison with international guideline developers, such as the WHO, and performs executive and innovative functions within Cochrane. Currently, members of the Cochrane Neonatal editorial team can be found in Canada, Colombia, the United Kingdom, Australia, Malaysia, and the United States. Cochrane Neonatal consists of over 1000 review authors from 45 countries around the world.

Responsibilities:

Editorial Process Management (35%)

- Oversee and manage day to day operations of Cochrane Neonatal including project workflow management of all systematic reviews in the editorial process from the stage of title assignment, to protocol development and publication, to complete published review and updates.
- Apply specialized knowledge of Cochrane systematic reviews and Cochrane policy and procedures to support and instruct the editorial team and review authors ensuring that all aspects of the performance are carried out in an efficient, accurate and timely manner in order to meet both the Cochrane Collaboration's and our funder's requirements.

- Supervise and train consultants and staff as needed with assistance from the Cochrane Neonatal Coordinating Editor

Editorial tasks (35%)

- Manage and assist pool of international review authors with review creation and updates
- Provide daily contact via email, Zoom, and phone calls with review authors to provide support
- Oversee editorial checks on all submissions via email and weekly meetings with the Assistant Managing Editor
- Manage a broad team of co-editors (2), senior editors (5), and associate editors (~20):
 - Create feedback forms that comply with methodological and content standards
 - Manage their editorial workflow, collate their feedback and ensure quality and consistency
- Strategize and liaise with the Cochrane Neonatal satellite office in York, UK
- Manage all revisions and editorial approval of revisions
- Coordinate Wiley copy editing; check copy edited reviews, perform and facilitate editing that the copy editor deems necessary
- Utilize technical software and web-based applications and offer review authors and editors support with these programs (programs used to prepare reviews are specific to the Cochrane Collaboration and it is the responsibility of the ME to know the programs in order to assist our review authors); programs include:
 - Review Manager (for the creation of systematic reviews and data analyses)
 - GRADEpro (for the application of GRADE recommendations and the creation of Summary of Findings tables to evaluate the evidence),
 - Covidence (to manage selection of included studies, creation of study data tables and risk of bias assessments)
 - Archie (Cochrane's manuscript management, web-based application)
- Strategize and liaise with guideline developers, such as the World Health Organization (WHO), to identify P.I.C.O. questions for upcoming guidelines, and locate existing reviews or create new reviews to meet their research needs. Help to coordinate international review teams and to define the scope of the reviews
- Project management for grant-funded reviews and reviews for guideline developers
- Liaise with the Central Cochrane Editorial Unit and Cochrane Methods Groups

Administrative tasks (30%)

- Contribute as a co-author with Coordinating Editor, Co-editors, and Cochrane Neonatal authors to the research, writing and preparation of manuscripts for publication in peer reviewed journals or for presentations at conferences, where appropriate.
- Grant Writing: Plan and write funding applications and manage the application process
- Grant Management: Prepare budget for funding applications; monitor expenses; prepare expense reports and payments
- Write newsletters and annual reports
- Other duties as assigned by coordinating editor

Position Requirements:

- Bachelor's Degree in English, Communications, Journalism, or other similar field
- Four years of relevant experience to include experience in a position that required familiarity with a peer review process including online manuscript management and business aspects of journal publishing required
- Knowledge of research methodology with a particular focus on randomized controlled trials (RCTs), evidence-based research methods and systematic reviews
- Effective project management and organizational skills, as well as written and verbal communication skills
- 40-hour work week, extended hours may be required at times to meet project deadlines
- Ability to travel nationally and internationally as needed (adhering to all CDC related COVID travel restrictions)

Desired qualifications:

- Background in administration (including project management, office administration, staff management, budgeting and/or reporting)
- Knowledge of medical terminology particularly in neonatal-perinatal medicine and willingness to learn on an ongoing basis
- Knowledge of dissemination practices for evidence-based medical research
- Experience writing grant applications and managing grant-funded projects
- Copy-editing experience
- Familiarity with unique Cochrane technical and web-based programs (see above)
- Knowledge of web seminar communication technology
- Knowledge of Website management

To apply, please send a resume and cover letter to jobs@vtoxford.org with "Cochrane Neonatal Managing Editor" in the subject line.