



Institute
for Work &
Health

Research Excellence
Advancing Employee
Health

The Institute for Work & Health is an independent, not-for-profit, applied-research organization that focuses on two broad areas: preventing work-related injury and illness, and understanding effective workplace practices and clinical treatments that support recovery and return to work for disabled workers.

The Institute is seeking an individual for the position of:

MANAGING EDITOR COCHRANE BACK REVIEW GROUP

CORE FUNCTIONS:

The *Managing Editor* is responsible for the organization of the editorial office and editorial scrutiny of systematic reviews for the Cochrane Back Review Group (CBRG). You will provide support to authors in the preparation of reviews from inception to final publication. The role requires a careful, analytical and conscientious approach to work and the ability to adapt quickly to specialized software packages. Tasks include accurate record keeping, managing the peer-review process, ensuring manuscripts reach publication standard, checking revisions, providing editorial support to authors from around the world and ensuring good communication both within the Back Review Group, and between authors and other interested individuals or organizations.

As a staff member of the Institute for Work & Health, the *Managing Editor* manages the CBRG editorial office in accordance with the Institute's policies and procedures. This position reports to the Director, Research Operations and the Co-ordinating Editors, Cochrane Back Review Group.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The *Managing Editor* supports the review process in four main areas:

Editorial Tasks

- Provide/coordinate author support as indicated to facilitate timely completion of protocols and reviews (content, methodological, copy editing)
- Coordinate the editorial process using relevant tools/software provided by the information management system (e.g. Review Manager, Archie, Workflows)

Non-Editorial

- Attend relevant workshops and conferences to keep abreast of software, methodology and procedures needed to produce high quality reviews (e.g. Cochrane Colloquium, Canadian Cochrane Symposium, International Low-Back Pain Forum)
- Provide/co-ordinate technical support for CBRG authors, peer referees and editors

Collaboration and Communication

- Establish and maintain relationships with collaborators and stakeholders within The Cochrane Collaboration, the Institute for Work & Health and the neck- and back-pain field of clinical researchers, health-care professionals, consumers, policy-makers and educators

- Liaise with the Canadian Cochrane Centre on behalf of the CBRG
- Assist with the drafting of CBRG-related documents (e.g. newsletter, information packages, articles, website content)

Coordination

- Coordinate the CBRG editorial office in accordance with Cochrane and Institute policies
- Prepare and coordinate CBRG annual business plans, budgets and grant proposals, and prepare annual monitoring reports for The Collaboration, the Institute for Work & Health, CIHR and other funders

EDUCATION AND EXPERIENCE

The successful candidate will be educated to post-graduate degree level (or equivalent), have administrative experience, be confident using new computer software packages and, preferably have an understanding of systematic reviews or evidence-based research methods, or experience in an editing role.

Individuals with a Bachelor's or Master's degree with more than 3 years of experience in a relevant discipline, publishing or systematic review with strong editing skills will be considered.

Salary Range: Salary will depend on qualifications and experience, with a salary range of \$60,000-\$68,000. Suitability for the position will be assessed at six months.

Applications will be accepted until **Friday, July 1, 2011** or until the position is filled.

If you are interested in this position, please submit your application by mail or e-mail to:

M. Cicinelli
Director, Human Resources & Corporate Services
481 University Avenue, Suite 800
Toronto, Ontario M5G 2E9
E-mail: mcicinelli@iwh.on.ca

The Institute, guided by a Board of Directors and an international Scientific Advisory Committee, conducts research in two areas: the primary prevention of work-related injury and illness and the prevention and management of work disability. The Institute also has an active knowledge transfer and exchange (KTE) program, which implements interactive strategies to transfer research findings to key decision-makers. The Institute for Work & Health operates with the support of the Ontario Workplace Safety & Insurance Board.

The Institute is an equal opportunity employer and welcomes applications from all qualified candidates. We thank all applicants, but only those considered for the position will be contacted. For more information about our organization, visit our website at www.iwh.on.ca.