

## Campbell Collaboration Editor-in-Chief

### Job description

#### Background

1. The Campbell Collaboration is an international research network supporting the production and use of evidence synthesis for better social and economic policy and practice. Established in 2000, Campbell has recently adopted a [new strategy for 2016-18](#) involving an ambitious programme of expansion. To support this higher level of activity, Campbell is expanding its secretariat including the appointment of a full-time Editor-in-Chief (EiC). The position of the EiC within Campbell is shown in the organization chart contained in the strategy.
2. The Editor-in-Chief will be responsible for guiding and implementing Campbell strategy for the production of evidence synthesis, including establishment of a broader range of evidence synthesis products in the Campbell Library. The EiC will develop, monitor and ensure adherence to Campbell policies and procedures relating to publications in the Campbell Library. He or she shall also support training, the resource sections of the Campbell website, and undertake external representation.
3. The EiC is expected to work remotely from his or her currently location, with occasional visits to the Campbell Secretariat offices in Oslo and New Delhi and travel to attend the annual Campbell conference, and some Campbell Board meetings. However, location in one of the Campbell offices may also be considered.

#### Duties, responsibilities and activities

4. The EiC is responsible for ensuring the quality of all publications in the Campbell Library, including the development of new evidence synthesis products. The EiC has final responsibility on publishing decisions for the Library. To this end, the EiC will (i) lead the development of conduct and reporting standards for new evidence products, (ii) ensure that Campbell standards are well and clearly disseminated and understood, and (iii) ensure that Campbell editorial procedures are being correctly followed by the Campbell Coordinating Groups. The EiC may review the quality of a sample of reviews published each year, or more frequently if necessary. It is not anticipated that the EiC will provide feedback on specific reviews prior to sign off, but he or she may do so on an exceptional basis if felt necessary. The EiC will liaise with the Editors and co-Chairs of the substantive Coordinating Groups and the co-Chairs of the methods group in the performance of these tasks.
5. The EiC approves Editors proposed by the Campbell Coordinating Groups, using the Campbell Editors' Credentials document for this purpose. He or she may seek the advice of the Technical Advisory Group if required. The EiC may revise the required credentials in consultation with the CGs and Technical Advisory Group.

6. The EiC will convene and chair an annual Editors' Meeting. This event will usually be held in conjunction with the annual Campbell conference. The EiC will also meet virtually with each Coordinating Group at least one other time each year to discuss progress and possible issues of concern on either side.
7. The EiC will convene and deliver an Editors' Workshop at least once a year. This event will usually be held in conjunction with the annual Campbell conference.
8. The EiC is responsible for necessary revisions to Campbell Policies and Procedures. Such revisions shall be undertaken in consultation with the Campbell Technical Advisory Group, Editors, Methods co-Chairs and Methods Reviewers.
9. The EiC is responsible for the resource section of the Campbell website. He or she shall work with Campbell staff designated for this purpose to ensure that the resource section is up to date. He or she shall receive and respond to suggestions for additional material to be added to the site.
10. The EiC is responsible for maintaining the training section of the Campbell website. He or she shall liaise with the Campbell Training Coordinating Group, and work with Campbell staff designated to this task to ensure that the training section is up to date.
11. The EiC shall deliver such oversee the implementation of the Campbell Training Strategy, which is to be developed in consultation with the Campbell Training Coordinating Group, including a training needs assessment of CGs.
12. The EiC shall carry out external representation activities for the Campbell Collaboration as agreed with the CEO.
13. The EiC may attend up to two events a year for staff development purposes. These activities may also include an element of external representation.

#### **Reporting and consultation**

14. The EiC reports to the CEO.
15. Annual performance management of the EiC shall be conducted by the CEO. The EiC shall consult with the President and the TAG as to the proposed performance assessment rating before it is communicated to the EiC.
16. The EiC will meet virtually with both the CEO and the President jointly at least once a quarter.
17. The EiC shall seek the advice and support of the Technical Advisory Group in TAG meetings. These meetings should be held twice a year, once in the margin of the annual Campbell meeting. He or she shall seek advice between meetings as required from individual members of the TAG or the TAG as a whole.

### **Terms and conditions**

18. The Campbell EiC is a full-time position.
19. The candidate may be any location, including employed in Campbell's offices in Oslo and New Delhi.
20. Compensation will be equivalent to that for an academic or research position in the country in which the EiC is located.

### **Qualifications and experience**

21. The candidate is expected to have an advanced degree in the social sciences. Exceptional candidates with advanced degrees in health or natural sciences may also be considered. The candidate is expected to have detailed knowledge of quantitative synthesis. Experience with qualitative synthesis is a very strong advantage.
22. The successful candidate is likely to have at least 10-15 years' work experience. It is desirable that a substantial component of their work in at least the last five years involves systematic reviews.
23. The following experience is desirable for candidates for this position: (1) author of one or more systematic reviews, with a preference for those published in the Campbell or Cochrane Libraries; (2) editorial experience managing Campbell or Cochrane reviews or similar; (3) other editorial experience, e.g. as a journal editor; (4) published methods papers on systematic reviews; (5) conducted training, teaching or mentoring on social science research, preferably with some focus on statistics; (6) experience in managing staff, preferably on a remote basis, and preferably research staff and (7) good public speaking skills. Proficiency in English is essential. Other languages are an advantage.

### **How to apply**

24. To apply for this position please send an email titled 'Campbell EiC', attaching CV and a statement of no more than two pages addressing how you would approach this position to [hwhite@campbellcollaboration](mailto:hwhite@campbellcollaboration).
25. The closing date is Thursday 20th April 2017. Interviews will be the week of Monday May 5<sup>th</sup> 2017.
26. Expected start date is no later than 1<sup>st</sup> September 2017, including attendance at the Global Evidence Summit in Cape Town, and Campbell meetings held in the margins of that event.