

# Job Description



Job Title:	Information specialist, Cochrane Gut Group Satellite
School:	School of Medicine
Grade:	Grade F
HERA Reference:	HERA/20035
Professional Responsibility to:	Managing Editor
Line Manager	Morris Gordon
Responsible for:	Designing and running searches, supporting authors and authorship of Cochrane Reviews

## Job Purpose:

To provide Cochrane review authors with comprehensive literature searching support; maintaining and developing the Group's Specialised Register within the Cochrane Register of Studies (CRS).

To contribute to the development of CENTRAL;

To support the output of high-quality Cochrane reviews working closely with the Managing Editor and Coordinating Editors.

## Main Duties and Responsibilities:

### Search support for Cochrane review authors

- Provide comprehensive literature search services to Cochrane review authors, including design or guidance on design of search strategies; running of searches and the use of reference management tools, and other software used in review production
- Assist authors in fulfilling the Methodological Expectations of Cochrane Intervention Reviews (MECIR) including documentation of search methods; editorial review of search methodology, reporting protocols, reviews, etc.
- Organize translations of papers where necessary to enable authors to assess papers for inclusion/exclusion in their reviews
- Keep up to date with Cochrane methodological developments in information retrieval and management

### Cochrane Register of Studies (CRS) and the CENTRAL database

- Maintain and develop a Specialised Register (SR) of studies within the Cochrane Register of Studies (CRS) software
- Design, run and evaluate search strategies for healthcare databases (e.g. MEDLINE) to identify relevant studies relating to the scope of the Group to add to the Specialised Register
- Check reference lists (including CRS) of included studies in completed reviews and ensure that all included trials are in the Group's SR.
- Maintain other in-scope (non-CENTRAL) references in the Group's CRS segment in accordance with your Group's policy
- Mark appropriate records for publication in the CENTRAL database in The Cochrane Library
- Mark appropriate reference records as 'authority records' in accordance with relevant Cochrane guidance
- Coordinate other trial identification activities such as searching through specific journals and conference proceedings

**Data curation and annotation**

- Manage the prospective annotation of your Group’s reviews with metadata at the review level, study level and analysis level, using the Cochrane annotator tool
- Add study-level metadata to study records in the CRS in accordance with Cochrane guidance and your Group’s policy
- Work with the Cochrane IKMD to manage the relevant controlled vocabularies used in the metadata annotations relevant to the scope of your Group

**General**

- Work closely with the Managing Editor and other members of the Group to ensure the flow of reviews through the editorial process
- Contribute to the relevant sections of the Group’s module information, newsletters, website and social media
- Contribute to the Group’s monitoring report
- Contribute to the writing of grant applications, funding proposals and business plan
- Help maintain and update the Group’s topics list
- Work with the Cochrane Central Executive, in particular the Central Editorial Unit (CEU) and IKMD, on relevant initiatives

Reference Number:	
Closing Date:	

# Person Specification

Job Title:	Research Project Lead - NIHR Cochrane IBD project		
School:	School of Medicine		
Grade:	Grade I		
Compiled by:	Morris Gordon		
Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> <li>• Experience of searching medical databases such as MEDLINE and Embase.</li> <li>• Experience providing literature search services to research teams</li> <li>• Experience or knowledge of Cochrane and The Cochrane Library</li> <li>• Experience of searching trials registry platforms such as WHO ICTRP.</li> <li>• Understanding of medical terminology and controlled vocabularies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organisation, planning and delivery of reviews</li> <li>• Previous role as Cochrane Information Specialist</li> </ul>	Application form, reference & Interview
Education/Qualifications	<ul style="list-style-type: none"> <li>• First degree or postgraduate qualification in Library/Information Science* or exceptionally, substantial relevant experience at an equivalent level</li> </ul>	<ul style="list-style-type: none"> <li>• PhD / Professional Doctorate (or progress towards) in appropriate</li> <li>• Cochrane and associated training, including covidence and GRADE analysis</li> </ul>	Application form & Interview
Knowledge/Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Planning and organisational skills</li> <li>• Excellent skills using REVMAN software and GRADE pro systems</li> <li>• Strong computing skills</li> <li>• Flexible approach to work</li> <li>• Ability to work independently and as part of a team</li> <li>• Accuracy and attention to detail</li> <li>• Ability and willingness to learn new skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Cochrane review and clinical trial methodologies and statistical concepts of meta-analysis.</li> <li>•</li> </ul>	Application Form, Interview and reference
Personal Details	<ul style="list-style-type: none"> <li>• Ability to work as part of a team, and take on and accept responsibility</li> <li>• Able to work to deadlines.</li> <li>• A professional approach.</li> <li>• Commitment to the University's values and medium-term strategy</li> </ul>	<p>A willingness to engage in wider promotional activity on behalf of the University</p> <p>Willing and able to travel nationally.</p>	Application Form and Interview