Cochrane Information Specialist
Centre for Reviews and Dissemination (CRD)

Closing date: 3 November 2017
Interview date: To be confirmed
Vacancy reference: 6094
INTRODUCTION

The Centre for Reviews and Dissemination (CRD) is a research department that specialises in evidence synthesis across a wide range of health areas to provide best evidence to inform health policy and practice decisions. Established in 1994, the centre has completed over 160 systematic reviews of health and public health interventions, many of which have had a direct impact on national policy. In alignment with a new University of York Research Strategy, the centre has undergone major reorganisation to focus purely on research activity, and to extend into new areas aligned with health and wellbeing.

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 Cochrane Collaboration. 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.

Following the move of the CMD Group to the University of York, we are now seeking to recruit a part-time Information Specialist to work with us in CRD.

The ideal candidate will be a graduate with a strong health information background. A qualification in librarianship, information science or equivalent experience is essential. Experience of designing and conducting online literature searches of databases such as MEDLINE, EMBASE and PsycINFO, good computer literacy and a sound knowledge of medical terminology and systematic reviews are also essential. The successful applicant will have excellent interpersonal, time management and organisational skills and be able to work with considerable autonomy to regular deadlines.

Salary £31,604 - £38,832 per year. The post is available immediately on a part-time basis. The appointments will be made on a fixed-term period until 31 March 2020.
Main purpose of the role

The CMD Information Specialist will provide authors with comprehensive literature searching support; maintain and develop the CMD Specialised Register alongside the Cochrane Register of Studies (CRS); and contribute to the development of CENTRAL; contribute to training activities in information retrieval, and; contribute to CMD’s web presence using the Cochrane content management system as well as the University content management system.

The CMD Information Specialist will work day to day with other members of the CMD team and alongside other CRD information specialists. The post holder will report to the CMD Coordinating Editor.

Key responsibilities

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

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 provision of results; updating searches.
- Assist authors in fulfilling the Methodological Expectations of Cochrane Intervention Reviews (MECIR) conduct standards relating to searching activities for reviews
- Organize translations of papers where necessary to enable authors to assess papers for inclusion/exclusion in their reviews
- Provide advice and support to author teams on the use of reference management tools, and other software used in review production
- Ensure authors have the information required to document their search methods as described in the Cochrane Handbook and MECIR reporting standards.
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- 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 Specialized 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 Specialized Register
- Search the CRS to identify relevant trials to add to the Group’s Register
- Check reference lists 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
- Ensure that reference and study records in CRS comply with the Cochrane guidance on record formats
- 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
- Record sources searched and evaluate their usefulness
JOB DESCRIPTION

and relevance

- Organize translations of papers where possible to extract data to add to CRS
- Keep up-to-date with Cochrane initiatives that affect search processes and the CRS, such as the centralised search service.

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
## PERSON SPECIFICATION

### Qualifications

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<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level with a qualification in librarianship, information science, health sciences or a related subject or equivalent experience</td>
<td>Essential</td>
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<td>Postgraduate qualification in Library/Information Science</td>
<td>Essential</td>
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<td>Masters degree in library or information science</td>
<td>Desirable</td>
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### Knowledge

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<tr>
<td>Knowledge of medical terminology and the nature of systematic reviews</td>
<td>Essential</td>
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<td>A knowledge of mental health terminology</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<td>Excellent computing skills and the ability to pick up new software quickly</td>
<td>Essential</td>
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<td>Excellent interpersonal skills, including the ability to communicate with clarity, verbally and in writing, on search related topics</td>
<td>Essential</td>
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<td>Ability to work with considerable autonomy to regular deadlines</td>
<td>Essential</td>
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<td>Attention to detail and the capacity to maintain accurate records</td>
<td>Essential</td>
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<td>Advanced literature searching expertise in MEDLINE, EMBASE, PsycINFO and The Cochrane Library</td>
<td>Essential</td>
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<td>Strong IT and reference management skills</td>
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<td>Good communication skills and attention to detail</td>
<td>Essential</td>
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<td>The ability to work as a member of a small team, but with little direction</td>
<td>Essential</td>
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<td>Ability and willingness to learn new skills</td>
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### Experience

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<tr>
<td>Experience of designing complex search strategies</td>
<td>Essential</td>
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<td>Experience of bibliographic software, such as EndNote</td>
<td>Essential</td>
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<td>Experience of critical appraisal and systematic review</td>
<td>Desirable</td>
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<td>Previous involvement in Cochrane</td>
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<td>Research experience</td>
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<td>Experience providing literature search services to research teams</td>
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<td>Experience of searching trials registry platforms such as WHO ICTRP</td>
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### Personal attributes

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<td>Careful, analytical and conscientious approach</td>
<td>Essential</td>
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<td>Willingness to attend national meetings and at least one international Cochrane event annually</td>
<td>Desirable</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 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. We undertake systematic review, synthesis and decision modelling under the Multiple Technology Appraisal process and the Diagnostic Assessment Programme, and carry out critical reviews of manufacturer submissions under the Single Technology Appraisal process, for NICE.

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
THE DEPARTMENT

to promote optimal growth and development in preterm infants

- NIHR Postdoctoral, and charity funded Doctoral, Fellowships to assess strategies to rationalise antibiotic use in children with cancer
- NIHR HTA funded systematic review of strategies for identifying and treating gestational diabetes

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”.

THE UNIVERSITY

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 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 6094
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 3 November 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