Database Coordinator (PROSPERO)
Centre for Reviews and Dissemination

Closing date: 13 August 2018
Interview date: 7 September 2018
Vacancy reference: 6891
INTRODUCTION

The PROSPERO Coordinator will join an existing team with responsibility for the day to day management and coordination of PROSPERO, CRD’s international register of systematic review protocols. This will entail receiving and processing registration applications made via the web based data entry and content management interface. The coordinator will check applications and, as required, liaise (mainly by email) with those submitting registration requests, to ensure completeness and sense of records. They will be responsible for checking that submissions meet the necessary eligibility criteria, resolving routine issues and referring more complex and technical queries to an appropriate colleague.

We are seeking a job share partner to work with an existing member of staff.
Main purpose of the role

PROSPERO is an international prospective register of systematic review protocols funded by the National Institute for Health Research and is produced in collaboration with an international advisory group. PROSPERO stores key information about the systematic reviews that are being done on a worldwide basis.

The main purpose of the role is day to day management of PROSPERO.

Key responsibilities

- Ensuring the smooth running and day to day management of PROSPERO.
- Processing (web based) registration applications. This will include checking that submitted applications fall within scope and briefly, reading and checking applications for completeness and sense (note we do not peer review submissions) and making decisions to accept, request further information or reject submissions based on standard criteria. Making judgements about whether those submitting records have categorised them appropriately, and referring more complex and technical decisions to an appropriate colleague.
- Communicating with those who have submitted registration applications about ambiguous, inaccurate or missing information and dealing with responses, including rejections, appropriately and sensitively.
- Liaising with external organisations such as the Cochrane Collaboration to ensure accurate and timely electronic transfer and upload of multiple records.
- Light editing of registration records for obvious spelling or grammatical errors.
- Alerting the PROSPERO management team of any technical or operational issues that arise.
- Undertaking audit and evaluation exercises under the direction of research staff.
- Contributing to the setting, review and updating of inclusion criteria for different areas of review as the scope for the Register is broadened over time.
- Carry out any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.
# PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Higher education qualification in a science or health subject or equivalent experience</td>
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<tr>
<th>Knowledge</th>
<th>Essential</th>
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<td>Understanding of systematic reviews and systematic review methods (in broad terms)</td>
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| Good working knowledge of computer software such as Microsoft Word, Access and Excel | ☒         | ☐         |

| Understanding of health research methods (in broad terms)                   | ☒         | ☐         |

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<th>Skills, abilities and competencies</th>
<th>Essential</th>
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<td>Good level of IT skills including use of database and spread sheet packages</td>
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| Able to enter and check information and data accurately                     | ☒         | ☐         |

| Good communication skills. Able to communicate clearly, accurately and effectively with external contacts including those whose first language may not be English | ☒         | ☐         |

| Excellent written English                                                   | ☒         | ☐         |

| Ability to collate and analyse data and information for inclusion in reports | ☒         | ☐         |

| Organised and careful approach to work and record keeping, with strong attention to detail. | ☒         | ☐         |

| Excellent time management skills                                            | ☒         | ☐         |
## PERSON SPECIFICATION

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<tr>
<th>Experience</th>
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<tr>
<td>Working with databases or content management systems</td>
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<td>Collating and analysing data and information for inclusion in reports</td>
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<td>Preparing progress reports</td>
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<td>Working in a research, health or medical setting</td>
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<td>Experience of taking an active part in a team, helping colleagues as required, to ensure tasks are completed on time and to required standards</td>
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## Personal attributes

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<th>Personal attributes</th>
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<tr>
<td>Interest and enthusiasm for supporting health research</td>
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<td>Ability to work flexibly, deciding or negotiating priorities from a competing list of demands</td>
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<td>Works well alone and as a member of a team</td>
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<td>Ability to think creatively and use initiative and to know when to ask</td>
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<td>Willingness to learn new systems and a flexible approach to work</td>
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<td>Adapts well to change and service improvements</td>
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<tr>
<td>Willingness to help and support colleagues in meeting CRD goals</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 47 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 collaborate widely with colleagues in the University of York and 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 and host the Cochrane Common Mental Disorders Group.

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 of work 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. For NICE, we carry out critical reviews of manufacturer submissions under the Single Technology Appraisal process and review, synthesis and modelling under the Multiple Technology Appraisal process and the Diagnostic Assessment Programme. Ongoing and recently completed TAR work includes: a single technology appraisals of axicabtagene ciloleucel for treating diffuse large B-cell lymphoma, mediastinal B-cell lymphoma and follicular lymphoma and of crizotinib for untreated non-small cell lung cancer; an
assessments of a highly specialised technology strimvelis for treating severe combined immunodeficiency caused by adenosine deaminase deficiency and an HTA short report on management strategies for phantom limb pain.

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 to promote optimal growth and development in preterm infants
- NIHR Postdoctoral Fellowship to assess strategies to reduce antibiotic use in children with cancer
- PCORI funded IPD meta-analysis of progestogen for prevention of preterm birth
- NIHR HTA funded evidence synthesis of interventions for complex traumatic events
- NIHR HTA funded IPD meta-analysis and economic evaluation of Applied Behavioural Analysis interventions for pre-school children with autism
- Cochrane reviews of common mental disorders.

**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.
Cochrane Common Mental Disorders Review Group

CRD hosts the Common Mental Disorder (CMD) Group which is one of 52 Cochrane review groups worldwide. CMD is an 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. Cochrane systematic reviews are published in The Cochrane Library. Cochrane reviews are recognised as the gold standard in evidence-based health care.

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”.

Knowledge Translation

Active dissemination and knowledge transfer is integral to CRD research and we aim to communicate research findings in ways that maximise usefulness, uptake and use in practice. Effectiveness Matters is a CRD bulletin that provides concise summaries of reliable research evidence for practitioners and decision makers in the NHS and public health.
The University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

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](http://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 6891
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 August 2018

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

Direct any informal queries to Lesley Stewart, lesley.stewart@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835