



CIS Support Team Member

JOB DETAILS

Job Title:	Cochrane Information Specialist (CIS) Support Team Member
Reports to (title):	Editorial & Methods Dept. (EMD) Information Specialist
Date:	Feb 2018

PURPOSE OF THE JOB

CIS Support Team members will provide both introductory and ongoing support and training to the CIS community in the areas related to Cochrane editorial processes, study identification methods and information technology. Support and training will be guided by the needs of practicing CISs, current Cochrane policies and technology developments.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- Provide new CISs with an introduction and orientation to processes, procedures, and policies related to the production of systematic reviews and Specialised Register maintenance.
- Provide ongoing training and support to all CISs in using the Cochrane Register of Studies (CRS).
- Provide established CISs with support for processes, procedures and policies related to the production of systematic reviews relevant to their role.
- Provide help and support to all CISs in using Cochrane editorial tools, e.g. RevMan and Archie.
- Develop programmes and materials to support the training and educational needs of CISs, including the management of CRG Specialised Registers within the CRS.
- Maintain and update the CIS portal and the CIS user guide.
- Identify and advocate for professional development opportunities for CISs within Cochrane.
- Work with the EMD information specialist to ensure training projects/support aligns with **Cochrane's** Central Executive Team (CET) initiatives and objectives.
- Work with **Cochrane's** Membership, Learning & Support Services Dept. on issues of teaching and learning opportunities, initiatives, and methods.
- Consult with IRMG for input on topical methodological issues.
- Organise and/or co-facilitate workshops and seminars relevant to the CIS community at Colloquia or regional conferences.
- Assist the EMD Information Specialist to ensure that reports on the activities of the CIS Support Team are prepared for Cochrane as required.
- Participate in regular virtual meetings.
- Other duties as required.

PERSON SPECIFICATION

Essential:

- Current or very recent experience of working as a CIS in a CRG, Field or Centre, preferably for at least two years.
- Library or information science qualification.
- An understanding of information retrieval methodologies, particularly as they apply to the production of systematic reviews.
- **Experience of managing a Cochrane Review Group's Specialised Register using the CRS.**
- Knowledge and/or experience of the core Cochrane review production infrastructure e.g. RevMan, Archie, Task Exchange, Cochrane Crowd, etc.
- Experience in biomedical database searching, e.g. *The Cochrane Library*, MEDLINE, Embase, trial registries, etc.
- Good written, verbal and presentation skills in English.
- Organisational and time management skills.
- Ability to work independently and in a self-directed manner, and as part of a virtual team.
- Flexibility and willingness to undertake national and international travel on occasion.

Preferred:

- Experience as a trainer or instructor.
- Demonstrated presentation skills, whether online or in person.
- Experience developing educational or instructional material in any format.
- Teaching or training qualification.
- Knowledge and/or experience using online educational software.
- Experience in developing podcasts, wikis, blogs, websites, videos, etc.

KEY INTERFACES

- Cochrane Information Specialists at CRGs, Centres and Fields
- CIS Executive
- Other CET staff, including the Cochrane Training Coordinator
- Information Retrieval Methods Group

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A