**JOB DESCRIPTION**



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| **JOB DETAILS** |
| **Job Title:**  | Methods support Officer |
| **Reports to (title):** | Methods Co-ordinator |
| **Date:** | September 2014 |

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| **PURPOSE OF THE JOB** |
| To provide support to the Methods Co-ordinator  |

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| **PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS** |
| * Provide administrative support, as required to the Methods Co-ordinator
* Assisting with the organization of meetings, preparation of agendas and other documentation, ensuring minutes are taken and distributed;
* Co-ordinate communication between The Cochrane Collaboration and the Methods community to improve participation and awareness of Cochrane’s strategic objectives.
* Liaise with other Cochrane Departments to ensure clarity of communication across groups;
* Assist on the co-ordination of the Cochrane Library supplement *Cochrane Methods* and liaise with the scientific editors;
* Assist the Methods Co-ordinator on the *Cochrane Handbook for Systematic reviews of Interventions*, co-ordinate ongoing updates by liaising with other editors.
* Work with methods specific networks of CRG (and Centre) based individuals and Methods Groups;
* Act as a liaison between individuals/groups in Methods;
* Maintain with administrative support methodological materials and information on the Cochrane Methods website to ensure that information is up to date and easily accessible;
* Administer with the organisation of the annual specialist methods training event, by liaising with the course organisers and course participant;
* As appropriate identify and negotiate funding (internal and external) streams for methods related initiatives;
* Co-ordinate methods relevant activity as required in particular the Cochrane Methodology Register;
* Administer the methods related general reports, and policy documents as required;
* Undertake any other duties that may be considered appropriate.
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| **PERSON SPECIFICATION** |
| * Undergraduate degree in a related academic field or relevant experience
* Is diligent with attention to detail
* Excellent computer skills, for example, MS Office applications, internet, email, with the ability to take on information management and other software as required.
* Knowledge of Cochrane, evidence based health care, and or/the global health sector.
* Time management skills and ability to work flexible hours as needed.
* Experience related to the planning and organising of meetings.
* Experience in co-ordinating activities in a diverse team
* Excellent presentation, interpersonal and communication skills
* Willingness to travel as required
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| **KEY INTERFACES** |
| **Internal:** All groups within Cochrane, particularly Methods Groups**External:** Stakeholders, Partners, Funders and other international research evidence synthesis individuals and organisations. |

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| **DIMENSIONS** |
| **Budgetary responsibility:** N/A**Number of direct and indirect reports:** N/A |