Systematic Review Manager,
Cochrane Response | Cochrane Innovations

**JOB DETAILS**

| Job Title: | Systematic Review Manager, Cochrane Response | Cochrane Innovations |
|-----------------------------------------------|---------------------------------------------------|
| Reports to (title): | CEO, Cochrane Innovations & Deputy Editor in Chief, Cochrane |
| Date: | January 2016 |

**PURPOSE OF THE JOB**

Senior systematic review manager to lead the systematic review team for Cochrane Response, Cochrane’s new evidence consultancy unit. Manage the day to day provision and delivery of tailored evidence synthesis services, responding to commissioners’ needs on a project by project basis.

Cochrane Response will provide a broad range of literature review and evidence synthesis services to international policy makers and guideline developers to support evidence informed healthcare decision making.

In line with Cochrane’s Goal 4 of the *Strategy to 2020*, help Cochrane Innovations in delivering its mission: to support building an effective and sustainable organization by ensuring the success of *Cochrane Response* as an independent company that produces relevant information to guide healthcare decisions and responds to the needs of our stakeholders.

**PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS**

**Strategy:**
- Play a leading role in the strategic development of *Cochrane Response* products and services, ensuring that all products meet the standards of quality and timeliness while responding to the needs of our commissioners and customers.

**Quality:**
- Play a leading role in supporting colleagues to ensure the development and implementation of quality assurance initiatives and timeliness across all of Cochrane Response services.

**Role and responsibilities:**
- Responsible for the preparation and production of project documents that may include: protocols and amendments, systematic review report writing, and team management plan.
Job description

Contribute, if asked, to writing bids for research funding.

- Participate in the selection process of our team of systematic reviewers and methodologists.
- Lead and manage Cochrane Response team of systematic reviewer experts, and perform periodic performance appraisals.
- Supervise activities performed by our expert network of professionals.
- Responsible for communicating with the business management team and prepare regular status update reports.
- Coordinate the documentation of all tasks performed by other members of the team, and make decisions regarding data extraction forms and software.
- Coordinate and manage communication with the commissioner, including overall accountability.
- Coordinate work with Cochrane Groups and Centres.
- Work with the business management team for the preparation of project budgets and timelines. Lead role in writing proposals and tenders for commissioned work, identifying review tasks and calculating process times for the business team.
- Manage project timelines to meet Cochrane Response goals.
- Liaise with Cochrane Review Groups and Methods Groups to achieve deliverables.

PERSON SPECIFICATION

- First degree in related field e.g. medical sciences, biology, statistics, and a higher degree relevant to research area or equivalent qualifications.
- 5+ years of relevant experience in systematic reviews.
- Authorship on at least one Cochrane Review.
- Must have demonstrated expertise in relevant evidence synthesis project management activities.
- Ability to exercise independent judgment within generally defined practices and policies that lead to methods or processes for obtaining results.
- Good organization and planning skills.
- Strong interpersonal skills and communication skills (both written and oral).
- Excellent presentation skills.
- Ability to problem solve and delegate appropriate tasks to subordinates.
- Strong leadership skills, self-motivated, adaptable to a dynamic environment.
- Able to collaborate effectively with the project team and external partners.
- Adaptable and flexible to changing business and customer needs.
- Proficient IT skills, including Word, Excel, and PowerPoint.
- Able to travel internationally.

KEY INTERFACES

Internal: Cochrane Innovations team and the Central Executive Team

External: Network of external experts and potential users and purchasers of Cochrane Response products and services.

DIMENSIONS

Budgetary responsibility: Yes, agreed on an individual project basis.
**Number of direct and indirect reports:** Yes, up to 4 direct reports, systematic reviewers within the Cochrane Response systematic review team.