

# SYSTEMATIC REVIEWER

# Cochrane Response

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| JOB DETAILS |
| Job Title:  | Systematic Reviewer, Cochrane Response  |
| Reports to (title): | Systematic Review Manager, Cochrane Response |
| Date: | May 2017 |

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| PURPOSE OF THE JOB |
| Day to day provision and delivery of commissioned systematic reviews and review tasks for Cochrane Response, Cochrane’s evidence consultancy unit.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. We work closely with Cochrane networks to increase Cochrane’s capacity to respond to requests for commissioned evidence reviews and tailored evidence services.In line with Cochrane’s Goal 4 of the *Strategy to 2020*: to support building an effective and sustainable organisation by ensuring the success of *Cochrane Response* as a business unit that produces relevant information to guide healthcare decisions and responds to the needs of our stakeholders.  |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| Strategy: * Play a day to day role in delivering high-quality and timely systematic reviews and evidence reports produced by *Cochrane Response*.

Quality:* Reporting to the Systematic Review Manager, you will carry out relevant tasks for the conduct of high-quality systematic reviews from scoping, development of protocol, data collection and quality assessment.

Role and responsibilities:* Be part of a project team, to undertake systematic literature reviews, specifically:
* Protocol development
* Publication screening
* Data extraction and risk of bias assessment
* To perform meta-analyses when required
* Interpretation of results and report writing
* Perform GRADE and Summary of Findings
* Ensure timely delivery of high-quality project deliverables
* To contribute to the development of posters and manuscript publications, including methodology papers
* To support the Systematic Review Manager as needed in proposal writing activities.
* Support communication with commissioners on active projects.
* Support engagement with Cochrane Groups and Centres to achieve deliverables.
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| PERSON SPECIFICATION |
| * First degree in related field e.g. medical sciences, biology, statistics and ideally, a higher degree relevant to research area or equivalent qualifications.
* 4+ years of relevant experience in systematic reviews.
* Publication of at least one Cochrane Review, with responsibilities in data extraction and assimilation.
* 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.
* Able to collaborate effectively with the project team, and experience in working with deadlines.
* Adaptable and flexible to changing business and customer needs.
* Proficient IT skills, including Word, Excel, PowerPoint, EndNote and RevMan.
* Knowledge of CMA, STATA, R, WinBugs or SAS advantageous
* Able to travel internationally.
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| KEY INTERFACES |
| **Internal:** Cochrane Response team, and the Central Executive Team**External:** Network of external experts and potential users and purchasers of *Cochrane Response* products and services.  |

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| DIMENSIONS |
| **Budgetary responsibility:** None**Number of direct and indirect reports:** None |