<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Senior Systematic Reviewer (Cochrane)</th>
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<tr>
<td><strong>Division</strong></td>
<td>Medical Sciences Division</td>
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<tr>
<td><strong>Department</strong></td>
<td>Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences</td>
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<tr>
<td><strong>Location</strong></td>
<td>Oxford Trauma, Kadoorie Critical Care Research Centre, John Radcliffe Hospital, Oxford, OX3 9DU</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 8: £41,526-£49,553 per annum</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time</td>
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<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term (12 months)</td>
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<tr>
<td><strong>Reporting to</strong></td>
<td>Xavier Griffin, Associate Professor of Orthopaedic Trauma Surgery</td>
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<tr>
<td><strong>Vacancy reference</strong></td>
<td>145370</td>
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**Research topic**: A programme of high priority Cochrane Reviews for the management of patients with hip fracture: a collaboration with key stakeholders to best inform future healthcare policy guidance.

**Principal Investigator / supervisor**: Associate Professor Xavier Griffin

**Project team**: Oxford Trauma

**Project web site**: SRP Hip

**Funding partner**: The funds supporting this research project, a Cochrane Programme Grant, are provided by the NIHR Systematic Review Programme
The project

AIM

To deliver 9 Cochrane Reviews and Overviews (e.g. Network Meta-analyses) that will best inform the management of patients with hip fracture and future NICE Guidance.

SIZE OF THE CLINICAL PROBLEM

Hip fracture is one of the biggest challenges facing patients and healthcare systems. Worldwide there are 1.3 million hip fractures with more than 70,000 hip fractures in the UK every year. These figures are projected to rise to more than 100,000 by 2020 in the UK and more than 6 million by 2050 worldwide. The global cost of this clinical problem is estimated at 1.75 million disability adjusted life years lost and represents 1.4% of the total healthcare burden in established market economies.

NEED FOR EVIDENCE

Hip fracture management is the focus of 29 separate Cochrane Reviews; NICE has published clinical guidance & quality standards. This major health problem is the source of considerable ongoing research so there is an urgent need to maintain a high quality group of reviews to present best evidence.

The Role

You will be appointed as the senior reviewer working on an ongoing project to deliver a suite of Cochrane Reviews to guide clinical management and future research in hip fracture care. You will line manage and supervise the review work of a grade 7 Systematic Reviewer.

The research focuses primarily around the conduct and reporting of systematic reviews of randomised trials evaluating different healthcare interventions. You will be expected to have substantial practical experience in conducting large or complex systematic reviews to a highly advanced level (including conducting literature searches, study screening & selection, data extraction, assessing risk of bias, meta-analysis, and GRADE assessment) and manuscript preparation for final publication. You will work closely alongside Oxford Trauma, a clinical academic group within the Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences. This Department also includes the Centre for Statistics in Medicine who will provide support for the statistical analyses and conduct of planned network meta-analyses.

Some of the early phases of the project are completed. Collaborations with international institutions are in place delivering several of the planned Reviews. You will be specifically responsible for the delivery of five surgery Reviews, including two large network meta-analyses, protocols for which have recently been published:

Additionally, you ensure that findings have direct impact on patient health and well-being through links with the National Institute for Health Research Collaboration for Leadership in Applied Health Research and Care (NIHR CLAHRC) in Oxford. You will be expected to further develop your research interests and encouraged to explore future opportunities in reviewing within NDORMS and the University of Oxford.

The programme of work supporting this role is a collaboration between these clinical academic groups and the Cochrane Bone, Joint and Muscle Trauma (BJMT) Review Group. The BJMT Group conducts and maintains systematic reviews of randomised controlled trials in the field of musculoskeletal injury, including fractures, sports injuries, and other acute and chronic injuries affecting children and adults. The editorial base of the Group is situated within the Centre for Musculoskeletal Research, University of Manchester. The Group has delivered the majority of Cochrane Reviews about hip fracture management within the Cochrane Library.

**Responsibilities**

**Main duties**

- To have overall responsibility for the conduct and delivery of a suite of top quality, high profile Cochrane systematic reviews and overviews, working with a team of reviewers, statisticians and content experts.
- Agree clear task objectives, organise, and delegate work to other members of the review team to ensure that the suite of reviews are delivered in a timely fashion and to a high standard.
- Lead the reviewing component of the programme, including line managing the grade 7 Systematic Reviewer, supervising and advising on their review work as needed.
- To fully engage in Cochrane’s peer-review process for the suite of Reviews and Overviews to ensure timely publication.
- To undertake meta-analyses and network meta-analyses, with support from the project statisticians as needed.
- Responsibility for the writing and dissemination of Cochrane Reviews and Overviews, including major contributions to linked material for peer-reviewed publications.
- Obtain an in-depth understanding of and maintain currency with Cochrane’s methodological standards, through ongoing education and CPD.
- Share responsibility for shaping the research group’s plans and the writing of group-funding applications for new research projects

**Additional duties**

- Initiate, establish and maintain excellent working relationships with collaborators, including content experts and Cochrane contacts, both within and outside of the research team.
- Attend national and international conferences and meetings to disseminate research results.
• Effectively manage own workload and work flexibly within the team to make the best use of time, highlighting problems as they arise and proposing and leading on possible solutions within available resources.

• Take responsibility for personal career and professional development by reading journals and books, attending seminars, conferences and scientific meetings and taking active roles in relevant professional bodies.

• Participate in and contribute to different types of systematic reviews (e.g. non-standard designs, rapid reviews, methodology reviews, individual patient data and prognosis) being carried out within NDORMS.

• You will be expected to attend and contribute to Oxford Trauma activities such as conferences, workshops and other special events.

• Identify and carry out relevant collaborative projects with colleagues in partner institutions and research groups.

This environment requires a high level of concentration and attention to detail, with the ability to work quickly and efficiently whilst also leading and advising junior team members. The job description is not intended to be rigid or inflexible and may include other duties and responsibilities as may be determined. You will be expected to work flexibly and respond positively to changing needs.

Pre-employment screening
All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Hazard-specific / Safety-critical duties
This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

• Lone Working

Selection criteria

Essential selection criteria

1. A good first degree (first or upper class second) in a health related or scientific discipline

2. Extensive previous experience of delivering high quality systematic reviews (e.g. Cochrane Reviews or reviews for NICE or a similar technology appraisal hub)
3. Specific and substantial expertise and experience with the Cochrane Collaboration’s methodology (e.g. Cochrane Handbook and the statement of Methodological Expectations of Cochrane Intervention Reviews)

4. Excellent IT computer literacy (RevMan, email and Microsoft Office)

5. Ability to work within multi-disciplinary teams and independently

6. Ability to manage yourself and others within a review team

7. Self-motivated with good organisational and time management skills, with the ability to prioritise your workload and work to a tight deadline while maintaining attention to detail

8. Outstanding communication skills, with the ability to communicate results effectively in writing and verbally with colleagues in any discipline as well as external collaborators

9. Strong publication record and experience of writing scientific reports of systematic reviews for peer review and publication

Desirable selection criteria

1. Higher degree in a health-related or scientific discipline or equivalent professional experience

2. Evidence of postgraduate training in statistics relevant to systematic review

3. Knowledge of GRADEPro, and other software for undertaking more complex meta-analyses (such as CMA, STATA, R, WinBugs, or SAS)

4. Content expertise in trauma and orthopaedic surgery

5. Experience of supervising staff

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.
We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) is part of the Medical Sciences Division and is the largest European academic department in its field, running a globally competitive programme of research and teaching.

Our mission is to discover the causes of musculoskeletal and inflammatory conditions to deliver excellent and innovative care that improves people’s quality of life. Our highly skilled teams have expertise in a broad range of areas, including orthopaedic surgery, inflammation, immunology, rheumatology, medical statistics, epidemiology, and clinical trials.

We currently have 460 staff, 100 students and have a grants portfolio worth over £148 million, and an annual turnover in excess of £38 million.

The Botnar Research Centre enables and encourages research and education into the causes of musculoskeletal disease and their treatment.

The Centre provides world-class facilities for scientists in the field of musculoskeletal research. It takes a multidisciplinary approach, encompassing orthopaedic, rehabilitation and rheumatology clinical scientists, bone oncologists, laboratory scientists, epidemiologists, engineers and statisticians. The Botnar also hosts the Oxford Clinical Trials Research Unit (OCTRU) and the
Centre of Statistics in Medicine (CSM), providing excellent statistical support to all aspects of clinical research.

The Botnar opened in 2002, with a large annex completed in 2013. The Botnar is now home to around 300 staff and postgraduate students enjoying the international and friendly atmosphere of this workplace and benefits from the vast knowledge of leading experts in the field of musculoskeletal research.

To accommodate its rapid growth, the Centre will open another wing in 2021. This will provide research space for the new Professor of Biomaterials. The new space will include 1000m² of office and 1000m² of laboratory space. The laboratory space includes a GMP clean room facility suitable for the manufacturing of biomaterials for human implantation.

Sharing the site of the Nuffield Orthopaedic Centre, the largest specialist academic musculoskeletal hospital in the UK, puts the Botnar in a unique position to foster the collaboration between basic scientists and clinicians, which is essential to success in medical research.

The Kennedy Institute of Rheumatology is world famous for its discovery of anti-TNF therapy for the treatment of chronic inflammatory diseases like rheumatoid arthritis, which has established the current standard of care and heralded the wider use of biologic drugs to treat chronic disease. The Institute carries out fundamental research in the areas of immunity and microbiome, inflammation biology and tissue remodelling and regeneration, with the long-term objective of ‘translating’ this research into clinical application. The major diseases of interest are rheumatoid arthritis, osteoarthritis, inflammatory bowel disease and cancer. The Institute provides space to house close to 200 researchers and support staff.

For more information please visit: http://www.kennedy.ox.ac.uk
Athena Swan

The Athena SWAN Awards specifically recognise success in developing employment practices to further and support the careers of women in science, technology, engineering, maths and medicine (STEMM) departments in academia. In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles. Within NDORMS, we feel that we have an established culture of equality but are using the process to spur on-going improvement that benefits everyone involved in the Department. Our on-going progress was rewarded in May 2014 with an Athena Swan Bronze Award and in October 2015 with a Silver Award. Our development in this area has resulted in a number of commitments to our staff, central to which are:

- establishing an open, supportive and family-friendly research environment
- supporting career progression through teaching programmes, personal development reviews and mentoring
- proactive communication of support policies such as flexible working, provision of leave, promotion and career support schemes

NDORMS aims to actively promote the implementation of the University’s family-friendly policies to help foster a family friendly working environment, including provision of family leave (such as policies for maternity, paternity, parental, carers and adoption leave), flexible/part-time working and scheduling inclusive meetings.

The University’s childcare services support staff with a Childcare Voucher Scheme to help staff save tax and national insurance on childcare costs, offer information on nursery providers and a nursery fee Salary Sacrifice Scheme, work in partnership with playscheme providers to help support families during school holidays and signpost staff to parenting, local authority and other organisations that help support families and parents.

The Department is also committed to ensuring that staff undertaking part-time or flexible working receive the same access to benefits and entitlements as full-time staff, including the same opportunities for training and promotion, a pro-rata entitlement to leave including bank holidays and careful consideration of requests to work part-time (particularly for those by staff returning from maternity leave).

For more information please visit: http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/ and http://www.admin.ox.ac.uk/personnel/during/flexible/

We are also actively working to uphold the University’s aim of providing an inclusive environment and equal career opportunities by promoting equality, valuing diversity and maintaining a working, learning and social environment in which the rights and dignity of all staff are respected. Separate University policies are also in place to ensure race, disability and gender equality.

For more information, please visit: http://www.admin.ox.ac.uk/eop/

Oxford Trauma
Oxford Trauma is a sub-theme within NDORMS and the Oxford BRC. It is one of the largest musculoskeletal trauma research groups in the world, delivering a full spectrum of clinical effectiveness studies including randomised trials, observational studies and big data projects. The group has close links to basic and translational scientists at the Kennedy Centre and Botnar Research Institute. The Oxford Trauma Group based in The Kadoorie Centre, on the John Radcliffe site providing a unique setting in which researchers interact with practising clinicians and have access to patients with the full range of traumatic injuries. The Kadoorie Centre provides facilities for approximately 60 research staff, with a clinical skills centre and lecture theatre. Clinical academic leadership is provided by Professor Matt Costa, Professor of Orthopaedic Trauma, Professor Keith Willett, Professor of Orthopaedic Trauma, Professor Sallie Lamb, Professor of Trauma Rehabilitation, Mr Xavier Griffin; Associate Professor of Orthopaedic Trauma, Mr Dan Perry; Associate Professor of Paediatric Orthopaedic Trauma and Mr Steve Gwilym, Honorary Senior lecturer in Orthopaedic Trauma. The team is supported by a full team of academic-related staff under Oxford Trauma’s Research Manager, Dr Juul Achten.

For more information please visit: [www.ndorms.ox.ac.uk](http://www.ndorms.ox.ac.uk)

**How to apply**

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

**Information for priority candidates**

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about_the_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.
Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Employee benefits
University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University’s Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits
With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare
The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers’ Club
The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.