



INFORMATION SPECIALIST

JOB DETAILS

Job Title:	Information Specialist
Reports to (title):	Senior Advisor to the Editor in Chief
Date:	Sept 2018

PURPOSE OF THE JOB

To provide information specialist advice and services to the Central Executive Team (CET) and deliver on key projects for the Editorial & Methods Department (EMD).

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- Work with the Senior Advisor and colleagues at Wiley and Highwire on the Cochrane Library Roadmap (a development plan for 2018-19) to develop user requirements in particular focussing on the redesign of the Cochrane Central Register of Controlled Trials (CENTRAL) and ensuring that the basic and advanced search functions meet the needs of all user groups.
- Coordinate with the Senior Advisor, Senior Metadata Specialist and the ITS department on PICO annotation and Linked Data work as it relates to annotation process and quality as well as PICO search on the Cochrane Library
- Lead the Cochrane Library Search Testing Group.
- Actively participate as a member of the Cochrane Information Specialist (CIS) Support Team.
- Work with Senior Advisor, Metaxis, the Informatics & Technology Services Department (ITS) and the CIS Support Team on the development of CRS (Cochrane Register of Studies) Web, a business-critical record management system and data repository.
- Actively participate in the Centralised Search Service (CSS) Project, which aims to identify appropriate records for inclusion in CENTRAL, from a range of biomedical databases, (e.g. CT.gov, ICTRP & CINAHL).
- Work with Cochrane Information Specialist (CIS) Executive, the CIS Support Team the Information Retrieval Methods Group to ensure that searches performed for Cochrane Reviews are of a high standard.
- Work with the CIS Support Team and the Membership, Learning & Support Services Department to ensure that there are learning and development opportunities for CISs.
- Prepare materials and presentations for internal and external meetings.
- Participate in locally delivered workshops to assist review authors and promote the work of Cochrane.
- Contribute to the communication and accountability tasks within the EMD.

- Keep personal finance records and providing reports/invoices and receipts as appropriate.
- Organise and administer your workload in a timely and efficient manner.
- Engage with the Senior Advisor in regular appraisals and performance reviews against agreed objectives. To be responsible for identifying own development needs and committing to a personal development plan based on continuous learning.
- Promote equality and diversity in all aspects of the work of the EMD.
- Adhere to and promote the values of Cochrane.
- Adhere to the Cochrane confidentiality policy.
- Take reasonable care and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the Cochrane Editorial Unit.
- Follow the policies and procedures which apply to the role as part of an employment contract with Cochrane.

PERSON SPECIFICATION

Essential:

- Undergraduate Degree.
- Qualification in librarianship or information science (postgraduate or undergraduate).
- Experience of designing, executing and reporting search strategies in collaboration with systematic review authors, using appropriate biomedical databases.
- Experience developing or commenting on the trial identification and reference sections of Cochrane reviews and protocols as part of the authorship/editorial process.
- Extensive experience of searching biomedical databases including (but not limited to) MEDLINE, Embase, CINAHL, LILACS, PsycINFO, CT.gov, etc.
- Experience of Cochrane and using the Cochrane Library.
- Experience of using reference management platforms such as Mendeley, RefWorks, Reference Manager, Endnote, etc.
- Knowledge of the role and importance of clinical trials registries and experience in searching them.
- Excellent communication and interpersonal skills.
- Drive and Enthusiasm.
- Commitment to Continuing Professional Development (CPD).

Highly desirable:

- Recent experience working as a Cochrane Information Specialist
- Experience of co-authoring a Cochrane systematic review(s).
- Experience of using the Cochrane Register of Studies.
- Experience of setting up, managing and evaluating projects.
- Knowledge and understanding of medical terminology.

KEY INTERFACES

Internal: All groups within Cochrane, particularly Cochrane Review Groups (CRGs); the CIS Support Team, the Central Executive Team; and Cochrane Information Specialist and Managing Editors Executives.

External: Cochrane Library users, publishers, and other stakeholders.

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: