



Knowledge Translation Project Manager

JOB DETAILS	
Job Title:	Knowledge Translation Project Manager
Reports to (title):	Head of Knowledge Translation
Date:	February 2018
	Salary: Competitive
	Location: Flexible
	Position: Permanent, full time.

PURPOSE OF THE JOB
<p>Knowledge Translation (KT) is essential in achieving Cochrane's vision and maximizes the benefit of the work of our global contributors. The Cochrane Knowledge Translation Framework is a critical piece of work that elaborates on <i>Strategy to 2020's</i> fundamental commitment to the dissemination, use and impact of Cochrane evidence.</p> <p>Our work is recognized as the international gold standard for high quality, trusted information. We want to be the leading advocate for evidence-informed health care across the world.</p> <p>This new role, as part of Cochrane's Knowledge Translation (KT) department, will be responsible for the co-ordination and project management of Cochrane's KT activities; to develop and support the implementation of Cochrane's KT strategy involving multiple projects and groups across the organization globally.</p> <p>The successful applicant will work across a range of project areas within the KT department that includes: supporting and coordinating the work of eight KT 'working groups', external and internal communications, dissemination, media outreach, multi-lingual strategies, brand marketing and events to ensure they are integrated as part of the overall Knowledge Translation implementation plan.</p>

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- To co-ordinate the implementation of Cochrane's Knowledge Translation work, including co-ordination of the KT Community working group project plans. Ensuring the work groups meet their project deadlines, developing and managing workflows and ensuring that the wider Cochrane community is regularly updated.
- To contribute to the Knowledge Translation Framework to ensure it meets the aims and operational activities of the organization.
- To work alongside Cochrane's Central Executive Team and community Groups worldwide to assist them in building their KT activities and dissemination strategies.
- To work with our multi-lingual teams to assist them in building their KT activities and dissemination strategies.
- To work with Cochrane Groups within our Community of contributors to train and support them in their content and dissemination activities to meet the needs of their stakeholders. This would include understanding their local contexts, target audiences and providing reliable, useable resources to embed KT practices and processes.
- Working with all members of our KT Department to ensure smooth day-to-day running of our KT operational systems and processes.

PERSON SPECIFICATION**Essential:**

- A degree or equivalent experience in health policy or science background.
- Professional project management experience; high-level organizational skills and good attention to detail.
- Proven ability to manage multiple projects and work assignments.
- Proven ability to work alongside varied teams in different cultural and linguistic settings.
- Impressive interpersonal skills both in person and through teleconferences and webinars.
- Ability to accomplish projects with little supervision.
- Experience training and supporting people both face to face and remotely.
- Proven experience of building productive working relationships, both internally and externally, in a geographically dispersed environment.
- Strong written and verbal communication skills.
- Willingness to work flexibly including outside normal working hours to accommodate different time zones, when needed, and sporadic international travel.
- Commitment to Cochrane's mission and values.

Desirable:

- Experience of healthcare charity or academic sector.
- Experience working with volunteers.
- Knowledge of Cochrane would be beneficial.
- Experience of working within international contexts.

KEY INTERFACES

Cochrane is an equal opportunities employer

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Registered Office: Cochrane, St Albans House, 57-59 Haymarket, London SW1, UK

Internal: All groups within Cochrane, particularly the Central Executive Team, Cochrane Centres and Groups, Methods and Fields.

External: All media, health and policy stakeholders, partners, media/brand, events and marketing agencies.

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A