



# Knowledge Translation Learning Module Content Developer

JOB DETAILS	
Job Title:	Knowledge Translation Learning Module Content Developer
Reports to (title):	Knowledge Translation Project Manager
Date:	<p>Short term secondment: February 2019 – April 2019 inclusive (3 days per week)</p> <p>Salary: Competitive</p> <p>Location: Remote/Flexible</p> <p>Position: Fixed term contract for a minimum of 12 weeks and up to three working days a week</p>

PURPOSE OF THE JOB
<p><b>Cochrane's work is recognized as the international gold-standard</b> for high quality, trusted information. We want to be the leading advocate for evidence-informed health care across the world.</p> <p>Knowledge Translation (KT) is defined in Cochrane as the process of supporting the use of health evidence from our high quality, trusted Cochrane systematic reviews by those who need it to make health decisions. <b>Knowledge Translation is essential in achieving Cochrane's vision</b> and maximizes the benefit of the work of our global contributors and members. The Cochrane <a href="#">Knowledge Translation Framework</a> (KT Framework) provides more details on <i>Strategy to 2020's</i> commitment to the dissemination, use and impact of Cochrane evidence. For many working in Cochrane, the focus on KT is a different way of thinking and uses concepts and terminology that may be unfamiliar.</p> <p>This exciting role provides you with the opportunity to take the lead on the development and <b>implementation of an introductory 'What is Knowledge Translation in Cochrane?' online learning module for people working across Cochrane's Groups and global community.</b></p> <p>The successful applicant will be responsible for developing the content of the module, supporting the creation and testing of the e-learning module and for launching the module in the Cochrane community. You will be working <b>with Cochrane's central KT Department, members of Cochrane's KT Working Groups with expertise in KT</b>, Cochrane Membership and Learning Services Department, and external contractors, to ensure a smooth delivery of the project.</p>

### PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

#### Key Tasks:

- Work with the ‘**infrastructure and internal capacity**’ **Working Group**, the Cochrane KT department, and the Cochrane Membership and Learning Services to plan the project including the content and structure of the module.
- To develop the content of the learning module with subject matter experts from across Cochrane and to refine and verify this with members of the Cochrane community with expertise in KT.
- To present the content of the module in the agreed timeline and format to allow it to be built into the on-line learning module.
- Work with the e-learning contractor to improve the on-line learning module as it is developed.
- Support user testing of the learning module and incorporate feedback into the module.
- Work with the Knowledge Translation department to formulate a communication plan for the launch of the module.

### PERSON SPECIFICATION

#### Essential

- Experience of developing and delivering educational training materials.
- Experience of delivering Knowledge Translation projects.
- Good understanding of the Cochrane Knowledge Translation Framework and terminology.
- Understanding of the structure and function of Cochrane groups (Review Groups, Networks, Fields and Geographically Orientated Groups).
- Ability to work alongside varied teams in different cultural and linguistic settings.
- Good IT skills, including PowerPoint and Excel.
- Proven experience of quickly 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 for occasional out-of-hours telephone conferences.
- Commitment to **Cochrane’s mission** and values.

#### Desirable

- Previous experience of working across multi-functional teams and/or project management.
- Experience of working with contractors to develop on-line learning modules.
- Experience of user-testing training materials.
- Understanding of the evidence behind different teaching approaches.

**KEY INTERFACES**

Internal: Cochrane Central Executive Team, KT Advisory Group and **'Infrastructure' working group** (as Subject Matter Experts). Cochrane community.

External: Contracted E-learning house.

**DIMENSIONS**

Budgetary responsibility: None

Number of direct and indirect reports: None