Knowledge Translation Projects Officer

JOB DETAILS	
Job Title:	**Knowledge Translation Projects Officer**
Reports to (title):	Knowledge Translation Project Manager
Date:	May 2019 Salary: Competitive Location: Flexible Position: Full time, fixed term for 2 years (or secondment)

PURPOSE OF THE JOB
Knowledge Translation (KT) in Cochrane is defined 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. KT is essential in achieving Cochrane's vision and maximizes the benefit of the work of our global contributors. Cochrane's Knowledge Translation Framework provides the structure for thinking about KT in Cochrane and elaborates on *Strategy to 2020's* fundamental commitment to the dissemination, use and impact of Cochrane evidence. This new role, as part of Cochrane's Knowledge Translation (KT) department, will be responsible for supporting the delivery of specific KT activities and implementation projects; and to assist colleagues across Cochrane's global community by providing training, tools and guidance in order for them to implement their KT activities and wider strategic plans. The successful applicant will work across a range of project areas within the KT department that includes: supporting and coordinating the work of the KT Working Groups, support to external and internal communications, multi-lingual strategies, partnerships and advocacy, brand marketing and events, and KT training requirements.

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PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

- To support the coordination of Cochrane's Knowledge Translation implementation work including the ongoing KT Working Groups projects;

- Supporting specific KT implementation projects of Cochrane's CRG Networks and Review Groups delivering KT training tailored to their thematic area and cultural setting;

- To specifically support Cochrane's geographic centres and Fields with their KT planning and implementation guiding them with a regional or national KT plan or specific project.

- Support the development and implementation of a training and webinar programme for the 'core principles of dissemination' project and associated dissemination resources across Cochrane, launching October 2019, including application tailored to different contexts, cultural and linguistic settings;

- Monitor and follow-up support for the implementation of the KT online learning module including language translations;

- Work with Cochrane contributors to identify good practice and to work with them to develop new learning resources (such as webinars, case studies and on-line tools) to be shared across the Cochrane community;

- Regularly update KT content and resources on organizational websites including features that promote and build awareness of Cochrane's KT practices;

- 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.
- An understanding of knowledge translation and experience of delivering implementation projects.
- Ability to work alongside varied teams in different cultural and linguistic settings.
- Proven experience of building productive working relationships, both internally and externally, in a geographically dispersed environment.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and work assignments.
- 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:
- Understanding of Cochrane's Knowledge Translation Framework and terminology.
- Experience working with people from other cultures, and professional fluency in languages other than English.
- Experience of working in a healthcare charity or academic setting.
- Experience of working with volunteers.
- Understanding of the structure and function of Cochrane groups (namely, Review Groups, Networks, Fields and geographically orientated Groups).

KEY INTERFACES

Internal: All groups within Cochrane, particularly the Central Executive Team, (particularly Membership and Learning Support and IT Services), KT advisors, as well as Cochrane Centres and Groups, Methods and Fields.

External: All, health and policy stakeholders, partners, practitioners, consumers, patients and researchers.

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A