



METHODS LIAISON OFFICER

JOB DETAILS	
Job Title:	Methods Liaison Officer
Reports to (title):	Methods Implementation Co-ordinator
Date:	Jan 2019

PURPOSE OF THE JOB
To liaise with, and provide support to, the Cochrane Methods Groups, Methods Executives, Methods Board and Scientific Committee, as well as provide support to the Methods Implementation Co-ordinator, and assist with the facilitation of methods activities to support Cochrane's strategic objectives .

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<p>Manage and support the Methods Groups to facilitate their involvement in Cochrane, as well as assisting the Methods Implementation Co-Ordinator, to provide the following:</p> <ul style="list-style-type: none"> • Liaison between the Methods Groups, Methods Executives, Method Board, Scientific Committee and the Central Executive. • Dissemination of Cochrane methods activity by producing annual reports and other promotional material. • Maintain and develop the Cochrane Methods and MECIR websites to ensure that information is up to date and easily accessible. • Liaison with other Cochrane Departments to ensure clarity of communication across all Cochrane groups. <p>Provide administrative support, as required, to the Methods Implementation Co-ordinator, specifically provide administrative support to:</p> <ul style="list-style-type: none"> • The organization of methods specific meetings, prepare agendas and other documentation, ensuring minutes are taken, distributed, and actions followed up. • The grant management of funds given to Methods related projects. • The implementation, co-ordination and editorial management of the <i>Cochrane Handbook for Systematic Reviews of Interventions</i>. • The annual specialist methods training event, by liaising with the course organisers and course participants. • To other methods related reports, policy documents and other activities as required.

- Editorial administration of the CDSR Methods section.

In addition:

- Undertake any other duties that may be considered appropriate.

PERSON SPECIFICATION

Essential

- Undergraduate degree in a related academic field or relevant experience.
- Is diligent with attention to detail.
- Excellent computer skills, for example, MS Office applications, internet, email, with the ability to take on information management and other software as required.
- Knowledge of Cochrane, evidence based health care, and or/the global health sector.
- Time management skills and ability to work flexible hours as needed.
- Experience related to the planning and organising of meetings.
- Experience in co-ordinating activities in a diverse team.
- Excellent presentation, interpersonal and communication skills.
- Willingness to travel as required.

Preferred:

Experience of healthcare charity sector.

KEY INTERFACES

Internal: All groups within Cochrane, particularly Methods Groups, Review Groups, Central Executive Team, and especially the Editorial & Methods Department, the Methods Executive and the Scientific Committee.

External: Stakeholders, Partners, Funders and other international research evidence synthesis individuals and organisations, including Cochrane's Publishers.

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: None