



ROLE PROFILE

Job Title: Cochrane Systematic Review Methodologist

School/Department: School of Medicine, Division of Rheumatology, Orthopaedics and Dermatology, Centre of Evidence Based Dermatology

Job Family and Level: Research and Teaching Level 4

Contract Status: Fixed-term until 31 July 2020

Hours of Work: Part-time (18.5 – 27 hours per week)

Location: King’s Meadow Campus

Reporting to: Cochrane Skin Business Manager and Information Specialist

Purpose of the New Role:

To provide maternity leave cover for the role of Cochrane Systematic Review Methodologist; a key member of the Cochrane Skin Editorial team. The aim of the team is to assist groups of review authors from around the world in the production of high quality Cochrane systematic reviews in dermatology, which are published in the Cochrane Library. Cochrane Skin currently has over 160 review teams preparing protocols or reviews for publication or updating published reviews.

The Cochrane Systematic Review Methodologist will lead on providing support and guidance on methodological aspects of Cochrane Skin systematic reviews. You will be responsible for working with review teams at all stages of the review-writing and editorial process (from protocol to review publication), and will ensure that relevant methodological procedures are adhered to. You will work with other members of the editorial base to ensure quality and excellence throughout the review production process, and will lead on the implementation of new Cochrane methodologies within the Skin Group as they develop over time.

	Main Responsibilities	% time per year
1.	<p>Early phase systematic review development</p> <p>As methodology lead, you will make initial contact with newly formed Cochrane Skin review teams and ensure that their methodological plans are fit for purpose. You will supervise teams appropriately, providing methodological guidance and practical assistance, and input where necessary on the design and conduct of their protocol or review before teams submit their work to the editorial base by:</p> <ul style="list-style-type: none"> • Communicating with authors of review teams to solve problems, assess and encourage progress and remove barriers to them completing their work. • Liaising with the Joint Co-ordinating Editors (Dr Bob Boyle and Dr Robert Dellavalle) at weekly team meetings to report current progress of protocols, reviews and updates going through the editorial process. 	40%
2.	<p>Quality management</p> <p>Activities will include:</p> <ul style="list-style-type: none"> • Working with the Cochrane Skin Managing Editor in assessing the quality of reviews and protocols when they have been submitted to the editorial base and during their journey through the editorial process. • Being responsible for resolving problems and supporting teams appropriately where remedial action is needed with regard to improving methodology in submitted reviews and protocols to ensure that they meet Cochrane standards. 	35%

	<ul style="list-style-type: none"> Assessing whether authors have responded adequately to the referee comments with regard to methodology. Co-ordinating specific Cochrane initiatives to improve methodological standards. Working closely with other members of the editorial base communicating any issues or relevant review information. Contributing to the ongoing improvement of Cochrane Skin editorial processes. 	
3.	Training and Development <ul style="list-style-type: none"> Keeping up to date with developments in Cochrane systematic review methodology to ensure that advice provided to Cochrane Skin review teams is of the highest quality and relevance. This will include building relationships and collaborating actively with internal and external contacts, nationally and internationally, including joining relevant Cochrane methods networks. Coaching authors when necessary to actively develop their methodological skills in conducting Cochrane Reviews for future collaboration. Advising editorial base colleagues of preferred methods and liaising with them to ensure methodological advice on the Cochrane Skin website remains accurate. Supporting editorial base colleagues with their methodological understanding, by advising them of any new key methodological information. Acquiring expertise in and advising on the use of Cochrane-derived and associated software for producing and reporting reviews. Attending relevant training courses and events as required and when funds are available e.g. the international Cochrane Colloquium and the annual UK Cochrane meeting. To disseminate methodological processes and practices, e.g. by teaching and running a hands-on workshop at the annual Cochrane Skin Meeting to update members on Cochrane methodological developments. 	15%
4.	Any other duties relevant to the role	10%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Postgraduate degree (Masters or PhD, ideally in a scientific or methodological discipline). 	<ul style="list-style-type: none"> Further training/qualifications in statistical or systematic review methodology.
Skills/Training	<ul style="list-style-type: none"> Excellent verbal and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high-level skills and a range of media. Excellent and demonstrable knowledge of relevant I.T. systems (including MS Office). Good interpersonal skills including the ability to communicate sensitively with those from different backgrounds and cultures for whom English may not be their first language. A good understanding of statistical and research methodology, including knowledge of the relevant statistical techniques used in meta-analysis. Ability to critically appraise systematic review methodology with attention to detail. Ability to prioritise tasks and organise work effectively to meet deadlines. A high degree of self-motivation and aptitude in handling a number of different projects simultaneously. 	<ul style="list-style-type: none"> Experience of using bespoke Cochrane software RevMan and Archie.

	<ul style="list-style-type: none"> • Skilled in interpreting numerical information and communicating such information clearly in words. 	
Experience	<ul style="list-style-type: none"> • Proven knowledge and experience of involvement in systematic review methods e.g. by being the lead author of quality systematic reviews or having a consistent track record of published research in the field of statistics of methodology. • Demonstrable experience of using GRADE to make quality assessments. 	<ul style="list-style-type: none"> • Demonstrable experience of involvement in Cochrane systematic review methodology e.g. familiarity with MECIR standards and a working knowledge of the Cochrane handbook. • Experience of providing methods training. • Experience in diagnostic test accuracy review methods and network meta-analysis.
Other	<ul style="list-style-type: none"> • Willingness to adopt the Ethos and Principles of the School of Medicine. 	

Additional Information

<p>About Cochrane Skin</p> <p>Cochrane Skin is a large international network of individuals and organisations committed to preparing and disseminating systematic reviews on the prevention and treatment of skin disease. Cochrane Skin is one of 50+ Cochrane review groups worldwide which contribute to the Cochrane Library. Cochrane Skin is a busy editorial base: In 2015 we published 10 new reviews, 3 updated reviews and 11 protocols. Several of our reviews are substantial pieces of work with around 100 included studies each. Cochrane Skin reviews have impact in the clinical community for years after publication: 27 of our reviews published between 2013 and 2015 were used to inform 24 international guidelines.</p> <p>Cochrane systematic reviews combine results of the world's best medical research studies and are published in the Cochrane Library, an electronic publication held by Wiley-Blackwell. Cochrane reviews are recognised as the gold standard in evidence-based health care.</p> <p>The Centre of Evidence Based Dermatology</p> <p>The Centre of Evidence Based Dermatology (CEBD) is the only Centre of its kind in the world. It combines the editorial base of Cochrane Skin (reconciling clinical dilemmas and identifying research gaps), the UK Dermatology Clinical Trials Network (which conducts national clinical trials to address those gaps) and a programme of related methodological and epidemiological work which underpins the aim of identifying priorities and reducing uncertainties in the prevention and treatment of skin disease. The successful applicants will join a team of two professors, and approximately 20 Research and Teaching and administrative staff currently engaged in over 15 different projects.</p> <p>CEBD is an extremely successful and productive research group drawing in around £1.5 million of grant income per year and 4* publications in top journals. The main diseases areas of interest include atopic eczema, non-melanoma cancer, vitiligo, acne, blistering skin conditions, vulval disease and rare skin conditions. We are especially interested in independent research that typically includes working with patients and the public, evidence synthesis, randomised controlled trials and associated methodological work into disease definitions and outcomes measures. (See www.nottingham.ac.uk/dermatology for more information).</p>
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The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see <http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx>