Below is a sample job description. It is intended as a template and should be edited to meet your Group’s requirements; it contains a range of responsibilities that may be expected of a full-time Cochrane Information Specialist (CIS). These responsibilities need to be carefully considered in relation to the number of hours the CIS will be working.

Any comments or suggestions for changes should be sent to the CIS Executive

(info-specialists-exec@lists.cochrane.org)

|  |  |
| --- | --- |
| Job Title: Cochrane Information Specialist | Grade: |
| Department: | Salary scale: |

**Overview of purpose of the role:**

Provide Cochrane review authors with comprehensive literature searching support; maintain and develop the Group's' Specialised Register within the Cochrane Register of Studies (CRS); contribute to the development of CENTRAL.

**Main responsibilities**

**Search support for Cochrane review authors**

* Provide comprehensive literature search services to Cochrane review authors, including: design or guidance on design of search strategies; running of searches and provision of results; updating searches.
* Assist authors in fulfilling the Methodological Expectations of Cochrane Intervention Reviews (MECIR) conduct standards relating to searching activities for reviews
* Organize translations of papers where necessary to enable authors to assess papers for inclusion/exclusion in their reviews
* Provide advice and support to author teams on the use of reference management tools, and other software used in review production
* Ensure authors have the information required to document their search methods as described in the Cochrane Handbook and MECIR reporting standards.
* Provide editorial review of search methodology and reporting in protocols, reviews and updates of reviews
* Keep up-to-date with Cochrane methodological developments in information retrieval and management

**Cochrane Register of Studies (CRS) and the CENTRAL database**

* Maintain and develop a Specialised Register (SR) of studies within the Cochrane Register of Studies (CRS) software
* Design, run and evaluate search strategies for healthcare databases (e.g. MEDLINE) to identify relevant studies relating to the scope of the Group to add to the Specialised Register
* Search the CRS to identify relevant trials to add to the Group’s Register
* Check reference lists of included studies in completed reviews and ensure that all included trials are in the Group's SR.
* Maintain other in-scope (non-CENTRAL) references in the Group’s CRS segment in accordance with your Group's policy
* Ensure that reference and study records in CRS comply with the Cochrane guidance on record formats
* Mark appropriate records for publication in the CENTRAL database in *The Cochrane Library*
* Mark appropriate reference records as ‘authority records’ in accordance with relevant Cochrane guidance
* Coordinate other trial identification activities such as searching through specific journals and conference proceedings
* Record sources searched and evaluate their usefulness and relevance
* Organize translations of papers where possible to extract data to add to CRS
* Keep up-to-date with Cochrane initiatives that affect search processes and the CRS, such as the centralised search service.

**Data curation and annotation**

* Manage the prospective annotation of your Group’s reviews with metadata at the review level, study level and analysis level, using the Cochrane annotator tool
* Add study-level metadata to study records in the CRS in accordance with Cochrane guidance and your Group’s policy
* Work with the Cochrane IKMD to manage the relevant controlled vocabularies used in the metadata annotations relevant to the scope of your Group

**General**

* Work closely with the Managing Editor and other members of the Group to ensure the flow of reviews through the editorial process
* Contribute to the relevant sections of the Group’s module information, newsletters, website and social media
* Contribute to the Group’s monitoring report
* Contribute to the writing of grant applications, funding proposals and business plan
* Help maintain and update the Group’s topics list
* Work with the Cochrane Central Executive, in particular the Central Editorial Unit (CEU) and IKMD, on relevant initiatives

**Person Specification**

|  |  |  |
| --- | --- | --- |
|   | **Essential** | **Desirable** |
| **Qualifications** | First degree or postgraduate qualification in Library/Information Science\* or exceptionally, substantial relevant experience at an equivalent level |   |
| **Knowledge & Experience** | Experience of searching medical databases such as MEDLINE and Embase. | Experience providing literature search services to research teamsExperience or knowledge of Cochrane and *The Cochrane Library*Experience of searching trials registry platforms such as WHO ICTRP. Understanding of medical terminology and controlled vocabularies |
| **Skills & aptitude** | Excellent interpersonal skills, including the ability to communicate with clarity on search related topics Strong computing skills Flexible approach to work Ability to work independently and as part of a team Accuracy and attention to detail Ability and willingness to learn new skills   |  |
| **Other**  | Willingness to undertake some travel nationally and internationally. |  |

*[\* for countries where Library/Information Science qualifications do not exist, please add (to the ‘Essential’ column) the qualifications (level of education), and the skills and experience you require.]*