



Head of Knowledge Translation Department

JOB DETAILS	
Job Title:	Head of Knowledge Translation Department
Reports to:	Chief Executive Officer; Direct (dotted line) accountability to the Editor in Chief for KT related to Cochrane content
Date:	January 2018

PURPOSE OF THE JOB
To lead the coordination, facilitation and support to Cochrane's organizational implementation of its new Knowledge Translation (KT) Framework and Strategy, which seek to maximize the dissemination, use and impact of Cochrane evidence. The Head of the Knowledge Translation Department will lead and manage the Central Executive Team's own KT work, including the production of KT outputs (external and internal communications, dissemination, media outreach, multi-lingual strategies, brand marketing and events); and facilitate and support the development of KT partnerships, ensuring that they are provided in an effective and efficient manner to support Cochrane's strategic aims and operational activities.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<p>Senior Management Team</p> <ul style="list-style-type: none">• As a member of the Senior Management Team, support the Chief Executive Officer (CEO) and contribute to the organisational management of Cochrane and successful implementation of its <i>Strategy to 2020</i> and future organizational goals and objectives.• Lead the Knowledge Translation Department within the Cochrane Central Executive, developing and managing team work plans in support of strategic objectives, and coordinating the related network of staff and volunteer collaborators.• Contribute to Cochrane's budget planning processes, and manage the resources associated with the Knowledge Management portfolio effectively.• Represent Cochrane publicly at meetings, conferences and other events.
<p>Knowledge Translation</p> <ul style="list-style-type: none">• Working closely with the Editor in Chief, Co-Chair of the KT Advisory Group, Editorial Board and SMT, lead the coordination, facilitation and central support to delivery of Cochrane's Knowledge Translation activities and initiatives (including by Cochrane's Review Group Networks and Fields) to ensure they meet the aims and objectives of the organization's KT Framework and Strategy.• Working closely with the Editor in Chief, Central Executive Team, KT Advisory Group and Cochrane Groups, lead or assist (as appropriate) the operational management of Cochrane KT outputs.

- Working closely with the Editor in Chief, KT Advisory Group, Editorial Board and SMT, manage the further development of Cochrane's KT Framework and Strategy.
- Provide leadership and direct management support to Cochrane Fields, and encourage their involvement and engagement within KT activities across the organization.
- Support the KT and outreach work of other Cochrane Groups, the Governing Board and Cochrane Innovations Ltd., by providing timely and appropriate advice and support.
- Lead implementation of Cochrane's multi-lingual activities aligned with Cochrane's Translation strategy.
- Working closely with the CEO, Editor in Chief and Senior Advisor (Partnerships, External Affairs & Fundraising), advise, facilitate and support the maintenance and development of Cochrane's external partnerships; and development and implementation of its advocacy, policy positions and external engagement activities.

Communications

- Provide strategic leadership for all Cochrane's external communications activities, including press and media, social media and public relations; ensuring that they operate cost efficiently and meet their defined measures of success.
- Lead Cochrane's internal communications efforts, creating a better-informed network of members and supporters through the establishment of a unified, coherent and consistent set of mechanisms and messages.
- Advise on Cochrane's digital content for usability and impact.

Branding, Marketing and Events

- Provide leadership and support for Cochrane events (including the annual Colloquia and Global Evidence Summit, local events and Governance meetings).
- Provide leadership, advice and support to the CEO and Editor in Chief on upholding and improving the organization's reputation and brand, including developing the organization's brand strategy and application.
- Lead and support Cochrane's marketing activities, including those with its publishers, John Wiley & Sons, and other downstream partners.

Other Duties

- Ensure that the Central Executive Team and wider organization are equipped to communicate with confidence about Cochrane's vision, mission and the impact our evidence has on health policy and practice.
- Undertake any other duties considered appropriate.

PERSON SPECIFICATION

Essential:

- Significant leadership experience of working within a Senior Management Team and in a similar role.
- An excellent understanding of Knowledge Translation approaches and methodology, particularly in relation to health/policy/science.
- An excellent understanding of communications and external affairs, particularly in relation to health/policy/science.
- Demonstrable experience of leadership and vision in designing, leading and managing major knowledge management, communications or external relations projects or initiatives, including online.

- Excellent communication and interpersonal skills (both verbal and written), and a collaborative management style.
- Demonstrable experience of change management, project management and performance management, preferably with geographically-dispersed and multi-functional teams.
- Experience working with international cross-cultural teams and in languages other than English.
- Experience in developing communication and branding strategies and implementing them.
- Self-motivated and results-oriented, with excellent organisation and time management skills, including the ability to work to deadlines and flexible hours as needed.
- Ability to travel internationally (approximately 3-4 times per year).
- A strong commitment to Cochrane's mission and values.

Preferred:

- A good understanding of systematic review methods and review production.
- An excellent working knowledge of the media, social media and digital communication tools and technologies.
- Experience of dealing with the threat of internal and external facing reputational risk, and managing crisis communications.
- Demonstrable experience in managing and coordinating volunteer staff and individuals, preferably with teams in a not-for profit or low-resource setting.
- Experience of the healthcare charity sector.
- Willingness to challenge existing organisational processes.

KEY INTERFACES

Internal: All Cochrane Groups, particularly Cochrane's Governing Board, Senior Management Team, KT Advisory Board, Central Executive Team, Cochrane Review Networks, Centres, Methods and Fields.

External: Health and policy stakeholders, funders, partners, media/brand, events and marketing agencies.

DIMENSIONS

Budgetary responsibility: Departmental budget responsibility as part the Central Executive Team.

Number of direct and indirect reports:

- A minimum of six direct departmental reports: Media and Communications Officer; Internal Communications and Content Officer; Translations Coordinator; Events and Brand Support Officer; KT Support Officer; Team Coordinator.
- Secondary (dotted line) management of the Senior Advisor (Partnerships, External Affairs & Fundraising).
- Line management of Cochrane Fields.