

JOB DESCRIPTION

POST	Research Assistant in Evidence Synthesis
REFERENCE NO	296-17
CONTRACT	Full Time, Fixed Term for 9-months
REPORTS TO	RPC Director/Co-ordinating Editor
ROLE PURPOSE/ SUMMARY	To help complete high quality, policy relevant, informative systematic reviews in infectious diseases relevant to low- and middle-income countries.

ROLE SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	To contribute to the completion of one to three Cochrane reviews	To join review teams on relevant topics To update the protocols To work with the team in applying inclusion criteria, writing the review and completing the summary of findings To respond to referee and editorial input
2	To support author teams with advice, and help with aspects of editing, refereeing and topic appraisal of reviews	To help with study evaluation for other Cochrane reviews To carry out review refereeing To scope out reviews and identify priority topics To help manage the teams and ensure timely production
3	To contribute to the teams postgraduate training portfolio in evidence synthesis at a level commensurate with their experience, skills and interests	To help with seminars for Diploma and Masters students To contribute to discussions about how best to deliver teaching To contribute to Consortium short courses overseas
4	To contribute to other Consortium related activities	To contribute to submissions for grant funding To contribute to partner capacity development To become involved with other research projects in dialogue with your line manager

		Travel overseas for Consortium or CIDG related activities
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FURTHER RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	General	Any other duties commensurate with the grade and nature of the role
2	To help ensure good communication within the project team	Email, reports, teleconferences

PERSON SPECIFICATION

POST	Research Assistant in Evidence Synthesis
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COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Qualifications, Training & Knowledge		
Candidates with MBBS degree, require a postgraduate professional qualification, such as the Diploma of Tropical Medicine, or health-related Masters' degree	E	Application
Candidates who do not have an MBBS, require a Health-related Masters' degree (public health, epidemiology, clinical tropical medicine, psychology, or allied health sciences)	E	Application
PhD	D	Application
Experience		
Analysis of data for a dissertation, audit or research publication demonstrating skills in quantitative analysis	E	Application and interview
Critical appraisal of medical literature at postgraduate level	E	Application and interview
Excellence in writing plain English	E	Application and interview
Working in a multidisciplinary team	E	Application and interview
Author of a Cochrane review	D	Application and interview
Experience using GRADE	D	Application and interview
Track record in published research	D	Application and interview
Skills & Behaviours		
Evidence of critical insight into priority policy questions in infectious diseases relevant to low and middle-income countries	E	Application and interview
Good communicator	E	Interview
Ability to work as part of a team as well as independently	E	Application and interview
Computer literate with working knowledge of MS Office applications	E	Application
Excellent time management and organizational skills	E	Interview
Fastidious attention to detail	E	Application and interview
Enthusiastic approach to work	E	Application and interview
Ability to work collaboratively	E	Application and interview
Circumstances		
Fixed Term		
Able to travel overseas		