

JOB DESCRIPTION

POST	Research Assistant in Evidence Synthesis
CONTRACT	Fixed term
REFERENCE NO	331-19
REPORTS TO	Programme Director/Co-ordinating Editor
ROLE PURPOSE/SUMMARY	To complete high quality, policy relevant, informative systematic reviews in infectious diseases relevant to low- and middle-income countries.
SCOPE/BACKGROUND	LSTM's Centre for Evidence Synthesis in Global Health obtained funding for the "Research, Evidence and Development Initiative" (READ-It) programme for an anticipated six years. We have a wide variety of interesting systematic reviews and related projects being set up in Liverpool. The post holder will be part of review and other methods project teams. We aim for a mixed portfolio to provide a broad exposure to evidence-informed science, including contributing to our postgraduate training programme. The post holder will be based in Liverpool.

ROLE SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Contribute to Cochrane and other systematic reviews	Join review teams on relevant topics
		Work with the team in applying inclusion criteria, writing the review and completing the summary of findings
		Respond to referee and editorial input
		Contribute to the completion of Cochrane reviews
		Provide advice on priority review topics
		Contribute to the dissemination of programme findings
2	Support author teams with technical editorial reviews	Assist the editorial team with review management tasks
		Contribute to review refereeing
		Assist the author teams to ensure timely review production
		Provide advice on priority review topics
		Provide input to such reviews as an author, editor or methodological specialist
		Ensure good communication within the project team via Email, reports and teleconferences
3	Assist the teams postgraduate training portfolio	Assist with seminars for Diploma and Masters students
		Assist with the planning of teaching programmes
		Assist with Consortium short courses overseas
		Assist with the training of postgraduates in evidence synthesis
4	Assist with other Consortium related activities	Assist with submissions for grant funding
		Assist with partner capacity development
		Participate in and become involved with other research projects
		Travel overseas for READ-It or CIDG related activities

FURTHER RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	General	Promote equality of opportunity and inclusive practice in all aspects of work undertaken
		Act in a manner that safeguards children and/or vulnerable adults as applicable to the role
		Any other duties commensurate with the grade and nature of the role

PERSON SPECIFICATION

POST	Research Assistant in Evidence Synthesis	
COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Qualifications, Training & Knowledge		
Masters degree in epidemiology, public health, or clinical tropical medicine	Essential	Application
Postgraduate qualification in epidemiology or related quantitative topic	Desirable	Application
Knowledge of Systematic reviews and RCT trials basics	Essential	Application / Interview / Assessment
Knowledge and interest in developing countries and infectious disease problems	Desirable	Application / Interview
PhD	Desirable	Application
Experience		
Experience in biomedical or social science research in low and middle-income countries	Desirable	Application / Interview
Experience of critical appraisal of medical literature at postgraduate level	Essential	Application / Interview
Experience of completing a quantitative analysis, either a systematic review or an applied research project	Essential	Application / Interview
Experience of completing systematic review	Essential	Application/interview
Experience and evidence of critical insight into priority policy questions in international health relevant to infectious diseases	Essential	Application / Interview
Experienced in editing and writing scientific articles	Desirable	Application / Interview
Experience of completing a systematic review of effects	Desirable	Application / Interview
Experience of being an author of a Cochrane review, and experienced in the software used	Desirable	Application / Interview
Experience of using GRADE	Desirable	Application / Interview
Proven track record in published research	Desirable	Application / Interview
Skills & Behaviours		
Knowledge and behaviours that support equality, diversity and inclusive practice	Essential	Application / Interview
Knowledge and behaviours that support safeguarding as applicable to the role	Essential	Application / Interview
Demonstrable skills in quantitative analysis with the ability to analyse data for a dissertation, audit or research publication	Essential	Application / Interview
Excellent communication skills with the ability to communicate effectively both verbally and in writing with a meticulous attention to detail	Essential	Application / Interview
Ability to work as part of a multidisciplinary team as well as independently	Essential	Application / Interview
Computer literate with working knowledge of MS Office applications	Essential	Application / Interview
Excellent time management and organisational skills	Essential	Application / Interview
Proactive and enthusiastic approach to work	Essential	Application / Interview
Strong interpersonal skills with the ability to foster collaborative relationships	Essential	Application / Interview
Sensitivity to a variety of cultures	Essential	Application / Interview
Ability to show initiative, provide solutions to problems and have confidence in taking decisions	Essential	Application / Interview
Willingness and commitment to capacity development	Desirable	Application / Interview
Circumstances		
Ability and willingness to travel overseas (if required)	Essential	Interview
Main base for post is Liverpool, UK	Essential	Interview