

JOB DESCRIPTION

POST	Research Assistant in Evidence Synthesis (COVID-19)
CONTRACT	Fixed term
REFERENCE NO	340-20.21
REPORTS TO	READ-It Programme Director/Co-ordinating Editor of the Cochrane Infectious Diseases Group
ROLE PURPOSE/SUMMARY	To work with teams in preparing systematic reviews in COVID-19 priority areas within Cochrane (diagnostics)
SCOPE/BACKGROUND	<p>LSTM's Centre for Evidence Synthesis in Global Health runs the "Research, Evidence and Development Initiative" (READ-It) and contains the Cochrane Infectious Diseases Group (CIDG).</p> <p>CIDG was established in 1995. We are world leaders in evidence synthesis related to public health in the tropics. We have a wide portfolio of Cochrane reviews in malaria and neglected tropical diseases. Since COVID-19, we have been working closely with the Cochrane Central Editorial Team to prepare rapidly policy relevant reviews.</p> <p>We have established funding stream is for priority COVID-19 reviews, and the post holder be part of review teams in this will contribute to these reviews and associated methods projects.</p> <p>The University of Birmingham Institute of Applied Health Research has prepared several large diagnostic reviews in COVID-19. About 40% to 60% of this post will be in contributing to updates of these reviews working with Jac Dinnes at the University of Birmingham and others on the team.</p> <p>We aim for a mixed portfolio to provide a broad exposure to evidence-informed science, including contributing to our postgraduate training programme.</p>

ROLE SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	COVID-19 diagnostic reviews	<p>Contribute to the collaborative programme of work on diagnostic reviews coordinated from the Institute of Applied Health Research in Birmingham through applying inclusion criteria, risk of bias assessment and data extraction</p> <p>Maintain good communication within the project team via email, reports and teleconferences</p> <p>Respond to referee and editorial input</p>
2	Contribute to other Cochrane reviews	Join one or two other teams working on priority systematic reviews in other Cochrane reviews with the CIDG Team

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
3	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
4	Assist the teams postgraduate training	Assist with seminars for Diploma and Master students
		Assist with the training of postgraduates in evidence synthesis
5	Assist with other Consortium related activities	Assist with submissions for grant funding
		Assist with advice to partners carrying out diagnostic reviews

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 (COVID-19)	LSTM LIVERPOOL SCHOOL OF TROPICAL MEDICINE
-------------	--	---

COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Qualifications, Training & Knowledge		
Master degree that includes training in epidemiology and statistics	Essential	Application
Postgraduate qualification in epidemiology or related quantitative topic	Desirable	Application
Knowledge of systematic reviews, RCTS and diagnostic test basics	Essential	Application/Interview/ Assessment
Knowledge and interest in LMICS countries and infectious disease problems	Essential	Application/Interview/
PhD	Desirable	Application
Experience		
Experience in diagnostic test research	Desirable	Application/Interview
Experience of critical appraisal of medical literature at postgraduate level	Essential	Application/Interview
Experience of completing a quantitative systematic review	Desirable	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	Interview
Knowledge and behaviours that support safeguarding as applicable to the role	Essential	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	Essential	Application/Interview
Circumstances		
Ability and willingness to travel overseas	Essential	Interview