

**THE UNIVERSITY OF MANCHESTER****PARTICULARS OF APPOINTMENT****FACULTY OF BIOLOGY, MEDICINE & HEALTH****SCHOOL OF BIOLOGICAL SCIENCES****DIVISION OF MUSCULOSKELETAL AND DERMATOLOGICAL SCIENCES****INFORMATION SPECIALIST (PART TIME)****VACANCY REF: BM&H-10917**

**Salary:** Grade 6 £31,604 to £38,833 pro rata per annum according to experience

**Hours:** 0.6 FTE

**Duration:** Fixed term from 1 December 2017 until 31 March 2020

**Location:** Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Name: Dr Joanne Elliott, Managing Editor, Cochrane Bone, Joint and Muscle Trauma Group

Email: [joanne.elliott@manchester.ac.uk](mailto:joanne.elliott@manchester.ac.uk)

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**Overview of purpose of the role:**

Provide Cochrane review authors and editorial team with comprehensive literature searching support; maintain and develop the Bone, Joint and Muscle Trauma Group's Specialised Register within the Cochrane Register of Studies (CRS); contribute to the development of Cochrane Central Register of Controlled Trials (CENTRAL) and to related Cochrane initiatives.

For further information relating to Cochrane Bone, Joint and Muscle Trauma see

[bjmt.cochrane.org](http://bjmt.cochrane.org)

**MAIN RESPONSIBILITIES****Search support for Cochrane review authors and the editorial base**

- 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 facilitate screening and data extraction
- 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 feedback on search methodology and reporting in protocols, reviews and updates of reviews
- Keep up-to-date with Cochrane methodological developments in information retrieval and management
- Assist in identifying priority reviews and updates
- Maintain a tracking system to record searches and references that have previously been sent to review authors

### **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, evaluate and run 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
- Regularly submit newly identified trials to CENTRAL
- Obtain copies of studies where necessary
- 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.
- Ensure that CRS study records comply with Cochrane formatting
- Coordinate other trial identification activities such as searching through specific journals and conference proceedings
- Keep up-to-date with Cochrane initiatives that affect search processes and the CRS, such as the centralised search service

### **General**

- Work closely with the Managing Editor and other members of the editorial team to ensure the flow of reviews through the editorial process
- Liaise with other Cochrane Information Specialists to share best practice and engage in relevant Cochrane forums and discussion lists
- Use the following computer software / databases: MEDLINE, Embase, The Cochrane Library, Cochrane-specific software (e.g. RevMan, Archie and the CRS), Microsoft Office packages, reference management and text analysis software
- Contribute to the relevant sections of the Group's module information, newsletters, website and social media
- Contribute to the Group's monitoring report, including the collection and collation of impact indicators
- Contribute to the writing of grant applications, funding proposals and business plan
- Engage in prioritisation activities, including a focus on the group's topic list
- Contribute to Cochrane-wide initiatives
- Participate in, and facilitate at relevant training workshops and webinars provided by Cochrane

## PERSON SPECIFICATION

### Essential Knowledge, skills and experience

- Educated to degree level with a qualification in librarianship, information science, healthsciences or a related subject or equivalent experience
- Knowledge of medical terminology and controlled vocabularies e.g. MeSH
- Excellent computing skills and the ability to pick up new software quickly
- Careful, analytical and conscientious approach
- Good written and oral communication and interpersonal skills
- Ability to work with considerable autonomy to regular deadlines
- Attention to detail and the capacity to maintain accurate records
- Advanced literature searching expertise in MEDLINE and Embase
- Experience of designing complex search strategies
- Experience of bibliographic software, such as EndNote
- Reference management skills
- The ability to work as a member of a small team
- Adaptable, flexible and willing to undertake additional responsibilities

### Desirable

- A knowledge of orthopaedic terminology and controlled vocabularies
- A knowledge and understanding of the work of Cochrane and the nature of systematic reviews
- Willingness to undertake some travel nationally and internationally
- Experience of critical appraisal and systematic review
- Previous participation in the Cochrane Collaboration
- Research experience

### Faculty of Biology, Medicine and Health

Introduction to the University of Manchester and the Faculty of Biology, Medicine and Health  
The University of Manchester is the largest single-site university in the UK with around 38,000 students and more than 11,000 staff. We aim to become one of the top 25 research universities in the world by 2020 and are committed to delivering an outstanding teaching and learning experience; contributing to the social and economic success of local, national and international communities; producing the highest calibre graduates; and developing our staff to be amongst the very best of their peers.

To achieve our ambitious goals we aim to attract and retain the very best people to work across a range of academic disciplines and support functions.

#### *The Faculty of Biology, Medicine and Health (FBMH)*

The Faculty of Biology, Medicine and Health will be created on 1 August 2016 when the Faculty of Life Sciences and the Faculty of Medical and Human Sciences will be brought together in a new, integrated structure to deliver a truly translational approach to the life sciences, ensuring smooth research pathways - from pure discovery science through to clinical application and patient care.

With a total annual income of over £300 million, and over 3,000 members of staff, the new Faculty will be comparable in size to a medium-sized UK university. Thirty undergraduate and 90

postgraduate programmes will offer our 11,000 students opportunities to develop the skills and knowledge they need for a successful career.

The Faculty's matrix structure will facilitate interdisciplinary working and enable us to learn from each other and share best practice; and our eight, strategic Research Domains will help to articulate our research strengths, drive large-scale, collaborative research activities and strengthen relationships with our research and healthcare partners.

The integration of discovery biology, clinical application and patient care within a single Faculty, particularly in a region with notable health inequality, provides us with a real opportunity to have a very significant and positive impact on people's lives.

#### *Our strategic partnerships*

The new Faculty will inherit a number of key strategic partnerships that underpin its ambitions to develop ground-breaking research.

Working alongside six local NHS Trusts, the Faculty will be a key member of the [Manchester Academic Health Science Centre \(MAHSC\)](#) - a federation of equal partners that unites leading healthcare providers with world-class academics and researchers. It aims to be a global centre for the delivery of applied health research and education and provide leadership for our local and regional health systems.

It will also play a leading role in [Health Innovation Manchester \(HInM\)](#), which was launched in September 2015, as part of the UK Government's decision to devolve health and social care responsibilities to Greater Manchester. HInM offers a unique opportunity to bring together health and social care, academic and life science related business resources across the region to deliver an innovative health ecosystem that can help accelerate innovation into our local health and social care systems, enhance our global scientific standing and act as a magnet for inward investment.

Key partnerships in the charitable sector include Cancer Research UK; Diabetes UK; and the Wellcome Trust; and the Faculty will also have research and funding links to a number of commercial organisations including Unilever, AstraZeneca, GlaxoSmithKline and Boots, who will help us to bring new drugs and products to the market.

#### *Working for the University of Manchester*

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.