

JD: Senior Information specialist

Job title: Senior Information specialist

This is a full or part time position, based in London working at Bazian's offices

Salary: £34,000 to 39,000 pro rata per annum, dependent on skills and experience

Purpose

- To provide a high quality, evidence-based literature search and critical appraisal service for Bazian staff.
- To develop processes and implement systems to do this
- To assist in developing new processes for an efficient and effective information service
- To manage, supervise and train junior staff

Reporting to: Information Services Manager

Position responsibility areas:

1. Conduct systematic literature searches
2. Critically appraise articles as required
3. Organise, store and track searches
4. Supervision and training of Information Specialists
5. Manage own workload and that of the team for which he/she is responsible
6. Assist as necessary with other management roles, including leading project teams as necessary
7. Develop and evaluate additional search strategies as required
8. Provide evidence scanning, notification and tagging services
9. Identify treatment uncertainties from systematic reviews
10. Liaise with Bazian staff with regard to their information needs
11. Engage with stakeholders and other specialist external groups and communities as necessary
12. Assist editorial processes by copy editing, data checking, data extraction, reference checking and quality control as appropriate
13. Represent Bazian at external meetings
14. Assist in any management and reporting requirements such as annual workplans, quarterly activity and performance reports, risk register and quarterly review meetings
15. Assist in the implementation of quality assurance processes and methods
16. Co-ordinate provision of papers, photocopies and maintenance of the reference collection
17. Provide administrative and editorial support to the team as necessary
18. Work on ad hoc projects as required
19. Perform other duties as agreed with your line manager

This Job Description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

Person Specification

ESSENTIAL ATTRIBUTES
Skills & Abilities
• Postgraduate qualification in library or information science (approved by CILIP)
• Experience in a biomedical library/health research environment or similar
• Experience of processes in evidence based medicine
• Skills in searching Medline, Embase, Cochrane and other databases
• Experience in training, mentoring and teaching staff, and other management roles
• Good enquiry handling skills
• Proven accuracy and an attention to detail
• Able to work under pressure, setting priorities and managing tight deadlines
• Ability to clearly communicate complex information
• Experience of working in a pressured and multi disciplinary environment
• Familiarity with standard office software, including spreadsheets
• Proven analytical, numerical, verbal, written and presentation skills
• Excellent interpersonal skills
• Experience of using a Resource Management System for cataloguing and indexing web resources
• Critical appraisal skills
Personal attributes
• Alignment with Bazian's organisational culture
• Enthusiast for evidence based health care
• Able to work as part of a team
• Ability to communicate fluently in English
• Able to think conceptually
• Personal commitment to continuous personal professional development - curious, seeks new knowledge
• Open minded with a view to adopting new practices
• Personal integrity and the ability to evoke trust and respect from others
• Enthusiastic and with a positive attitude