

Job Description / People Specification

Job Title: Experienced Information Specialist

Location: York (near McArthur Glen Designer Outlet)

Salary: 40 – 50k + 5% Annual Salary Increase + Bonus

Background / Context

Established in 2005, we are a leading independent research company within the healthcare industry. We are proud to have transitioned to an Employee Ownership Trust (EOT) in 2022. All employees are beneficiaries, thus involved and committed to the strategic success and performance of Kleijnen Systematic Reviews Ltd (KSR).

We strive to be the best strategic partner of key commissioners, producing and disseminating high-quality systematic reviews (SRs), meta-analyses, cost effectiveness analyses (CEAs) and health technology assessments (HTAs) including projects for the National Institute for Health and Care Excellence (NICE), the National Institute for Health and Care Research (NIHR), pharmaceutical and medical device companies, guideline developers, and HTA agencies. An exciting opportunity has arisen to join our expanding talented team as an Information Specialist. We bring together a dedicated team of systematic reviewers, information specialists, health economists, statisticians, and administrators supporting high-profile healthcare decision-making.

As an experienced and dedicated **Information Specialist**, you will play a key part in supporting high-quality SRs, meta-analyses, CEAs and HTAs that help to shape evidence-based healthcare decision-making. You'll be working on projects with key commissioners to assess the effectiveness of healthcare interventions and contribute to improving health outcomes.

As part of our multi-disciplinary team, your role will involve designing and conducting complex literature searches, managing references, critically appraising research, and supporting the development of the KSR Evidence database.

Purpose:

To design and conduct complex literature searches and provide information support for systematic reviews and health technology assessments to support evidence-based healthcare decision-making.

Key Responsibilities:

- Supporting SRs within KSR by designing and carrying out literature searches using online databases, and documenting search methods for publication in collaboration with the review team
- Using a variety of electronic databases and sources, such as MEDLINE, Embase, Cochrane Library and ClinicalTrials.gov, to conduct complex searches

- Managing the collection of retrieved references using EndNote reference management software, facilitating screening of search results and producing bibliographies in MS Word
- Critical appraisal of reported search methods of NICE submissions and other publications
- Production/maintenance of the KSR Evidence database, including conducting database searches and screening search results
- Conducting scoping searches in response to requests from commissioners
- Maintaining awareness of database developments/research in the field, through electronic mailing lists and membership of appropriate professional bodies
- Providing support and information skills training to colleagues and external participants.

Requirements for the Role

Essential

- In-depth relevant experience working in a specialist health or medical library/information service setting
- Proven experience of literature searching using databases such as MEDLINE, Embase and the Cochrane Library
- Knowledge and experience of EndNote or other reference management software
- Excellent IT skills and a proven ability and experience of working with MS Office to produce documentation and maintain accurate records
- Highly autonomous with excellent interpersonal and communication skills, both oral and written
- Ability to work under pressure, prioritise tasks and meet tight deadlines
- Highly accurate with good attention to detail
- Educated to degree level with a qualification in Librarianship or Information Science, or equivalent, or MA/MSc in Information Studies or similar.

Requirements for the Role

Desirable

- Experience of undertaking work for re-imburement or HTA agencies, e.g., NICE.