**JOB DESCRIPTION**

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| Job Title: | **Senior Fellow in Public Health** |
| Base:  | **Cochrane UK, Oxford** |
| Grade/Scale and salary range (plus any other allowances): | **This is a secondment opportunity. Cochrane UK will reimburse your employer for one day per week of your time on the appropriate pay scale or this can be a consultancy contract.** |
| Hours of Work: | **Part time (one day a week)**  |
| Managerial and professional accountability | **To Cochrane UK Director** |
| Details of special conditions (e.g. fixed term contracts): | **Secondment from Public Health England, or as a consultancy contract, for one year** |

**CONTEXT:**

**The Cochrane Collaboration and Cochrane UK**

Cochrane is a global independent network of researchers, professionals, patients, carers and people interested in health. We are a not-for-profit organization with contributors from more than 120 countries working together to produce credible, accessible health information that is free from commercial sponsorship and other conflicts of interest. We do this by producing reviews that summarize the best available evidence generated through research to inform decisions about health.

Cochrane Reviews are systematic reviews of primary research in human health care and health policy and are internationally recognized as the highest standard in evidence-based health care. They investigate the effects of interventions for prevention, treatment, and rehabilitation. They also assess the accuracy of a diagnostic test for a given condition in a specific patient group and setting. They also assess prognosis research that can provide information on the likelihood of a particular outcome or disease recurrence, identify target groups for treatment or suggest intervention strategies to modify factors associated with poor outcomes. In addition, they synthesize qualitative evidence to improve understanding of intervention complexity, contextual variations, implementation, and stakeholder preferences and experiences. The reviews are updated as needed, including, increasingly, as ‘living’ systematic reviews, ensuring that treatment decisions can be based on the most up-to-date and reliable evidence. Cochrane Systematic Reviews are published online, in full text, in the Cochrane Database of Systematic Reviews in the Cochrane Library – [www.cochranelibrary.com](http://www.cochranelibrary.com)

Cochrane Reviews are widely used to inform healthcare guidance, best practice guidance in primary care and patient decision aids in shared decision-making initiatives. In the UK, for example, Cochrane Reviews are used to inform the National Institute for Health and Care Excellence (NICE) and the Scottish Intercollegiate Guidelines Network (SIGN) guidelines, NICE Clinical Knowledge Summaries and NHS Shared Decision Making – patient decision aids. The reviews also form an important source of knowledge within the NHS Evidence portal <https://www.evidence.nhs.uk>, supported by NICE.

Cochrane UK is one of several Cochrane Centres around the world supporting the global work of Cochrane and maximizing the use and impact of Cochrane Reviews for the UK and Ireland. Cochrane UK is funded by the National Institute for Health Research (NIHR) and hosted by the Oxford University Hospitals NHS Foundation Trust. The centre supports the production of Cochrane Systematic Reviews through a learning and development programme for Cochrane authors and other contributors. We aim to maximize the impact of Cochrane Reviews by disseminating the findings widely to health professionals, researchers, commissioners, the public, charities and the media, through social media, events, presentations and partnerships.

Cochrane UK is located in Middle Way, off South Parade, North Oxford, about 2 miles (3.2 km) north of Oxford City Centre. The Centre has step-free access, lift, automatic doors and disabled toilets. The meeting room is equipped with an induction loop system, for the hearing impaired.

**MAIN PURPOSE OF THE POST:**

Working within Cochrane UK, the post holder will be professionally and managerially accountable to the Director of Cochrane UK.

**Key Job Responsibilities**

1. To provide expert public health advice and leadership on a range of public health issues relevant to Cochrane UK.

2. To lead and input into the development of links between Cochrane UK and Public Health bodies at the national and local level.

3. To supervise public health trainees on placement at Cochrane UK and to work with the local areas (Thames Valley and Wessex) to promote and develop training opportunities at Cochrane UK.

4. To supervise the Cochrane Fellows and ensure the effective running of the Cochrane UK & Ireland Trainees Advisory Group (CUKI-TAG).

5. To lead the development of the ‘Cochrane elective’ programme, working with other team members to recruit and support the educational development of participating students from a range of healthcare professions.

6. To lead the further development of an evaluation stream for Cochrane UK activities.

7. To be an advocate for Cochrane through attendance and as a speaker and contributor at national and international events, and delivery of *ad hoc* learning events to the wider health research community as required.

8. To support Cochrane UK as required and agreed with the Director, and to contribute as an active member of the Cochrane UK team at learning and engagement events.

**Additional Responsibilities**

* To understand personal responsibility under the Health and Safety at Work Act 1974 and be aware of the fire policy relating to the workplace.
* To attend training where necessary, such as manual handling, fire lectures.
* To contribute positively to effective teamwork, undertaking and delegating work appropriately.
* To maintain confidentiality at all times.
* As a term of your secondment to Cochrane UK, you may be required to undertake travel within the UK and internationally, and undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at Cochrane UK or Cochrane Collaboration premises, including event and conference locations, as may be reasonably required of you.

# RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

* Major Incident Policy
* Fire Policy

and should make themselves familiar with the ‘local response’ plan and **their** role within that response.

# RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

**INFECTION CONTROL**

Infection Control is everyone’s responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts’ Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the Oxford University Hospitals NHS Foundation Trust have the following key responsibilities:

* Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient’s surroundings.
* Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
* Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

**CHILDREN’S RIGHTS**

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The Trust is committed to safeguarding children and vulnerable adults throughout the organization. As a member of the Trust, there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

**INFORMATION GOVERNANCE**

All staff must complete annual information governance training. If you have a Trust email account this can be completed online, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

**PERSON SPECIFICATION**

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|  | **ESSENTIAL**  | **DESIRABLE**  | **WHEN EVALUATED[[1]](#footnote-1)** |
| **ELIGIBILITY**  | - inclusion on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register- currently employed by Public Health England or has a portfolio of public health roles | - experience as a health professional  | CV |
| **KNOWLEDGE & ACHIEVEMENTS** | - accredited educational supervisor for public health trainees- enthusiasm for teaching and training- broad knowledge of public health practice and relevant structures in the UK- experience of service evaluation |  - good general knowledge / broad interest in science and academic medicine- a postgraduate qualification in teaching and learning | CV and interview |
| **EDUCATIONAL & PERSONAL ASPECTS** | - enthusiasm for evidence-based medicine in general and the work of Cochrane in particular- willing to challenge convention and address uncertainty | - demonstration of educational reasons for applying- demonstration of personal reasons for applying | CV and interview |
| **COMMUNICATION SKILLS** | - excellent communication skills- excellent team-working and leadership skills |  | CV and interview |

1. ‘when evaluated’ is indicative, but may be carried out at any time throughout the selection process [↑](#footnote-ref-1)