

Job Description and Person Specification

Job details

Job title: Evidence Reviewer – 2-year Fixed Term

Grade: BCW/ENC Grade 6 (£33,945 - £38,223)

Reports to: Research & Evaluation Manager

Responsible for: n/a

Directorate and Service area: Public Health

Purpose of the job

To undertake literature searches and critical appraisal of literature to inform public health policy and programmes. Provide training to the Public Health Team and wider council in literature searching and critical appraisal, developing links with other relevant organisations including the regional UKSHA Knowledge and Evidence Service.

Principal responsibilities

1. Setting up the search strategy and initiating the search assessing evidence identified by the search to establish its relevance to the review including defining the population, intervention, comparator and outcome (PICO) to structure the evidence review
2. Synthesising and critically appraising the evidence for specific interventions as well as whole care pathways
3. Summarising the strength of the evidence available, appraising the methodology, level of evidence, statistical and clinical significance and limitations of the evidence
4. A structured internal quality assurance process for each review
5. Consultation process with external stakeholders
6. Presentation of finalised evidence review to a range of officers, councillors and partners at all levels
7. Defending reviews against potential challenge where necessary and appropriate
8. Development of policy emerging from the evidence review
9. Training sessions in evidence-based decision making for stakeholders as required by the PH Team

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

DBS

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Political Restrictions

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

Medical Clearance

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to degree level ideally within Life Sciences or other relevant degree (eg Research methods) 	<ul style="list-style-type: none"> • Research qualification or equivalent experience
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of collating evidence and carrying out systematic reviews • Experience of synthesising complex information and providing relevant advice to a range of audiences • Current knowledge of research and review strategies • Experience of delivering training courses 	<ul style="list-style-type: none"> • Understanding of clinical trial designs is an advantage. • Experience of working within a PH or health setting
Ability and Skills	<ul style="list-style-type: none"> • Strong organisational skills • Excellent communicator and ability to build relationships quickly • Ability to present complex information clearly to a range of people • Excellent presentation skills, including comprehensive knowledge of PowerPoint • Good understanding of Excel & MS Office suite • Strong written and oral communication skills • Attention to detail and ability to problem-solve • Excellent time management skills • Self-motivated and a self-starter • Proficient in the use of Microsoft suite of programmes • Ability to manage competing priorities and work accurately at pace. 	

Attributes	Essential criteria	Desirable criteria
	If this is a customer-facing role, spoken English fluency must be included here (refer to the guidance for managers on the English Fluency duty).	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<ul style="list-style-type: none"> • This is a hybrid role. • Access to and attendance at office and meeting locations in the North Northants area and ability to travel to these is required • Ability to attend face to face meetings in Northamptonshire when required including occasional meetings outside of normal office hours. <p>Flexible approach to work, and demonstrable commitment to the council's "One Team" approach</p>	