<table>
<thead>
<tr>
<th>Job title</th>
<th>Researcher in Evidence Synthesis</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Primary Care Health Sciences</td>
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<tr>
<td>Location</td>
<td>Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG</td>
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| Grade and salary       | Grade 8 (£39,324 to £46,924 per annum)  
Appointment may be made at Grade 7 (£31,076 to £38,183), for strong candidates who don’t meet Grade 8 criteria. |
| Hours                  | Full time or part time           |
| Contract type          | Fixed-term (36 months/ 3 years full time) |
| Reporting to           | Dr Kamal R. Mahtani, Deputy Director, Centre for Evidence Based Medicine |
| Vacancy reference      | 130576                           |

**Overview of the role**

The Department intends to appoint a non-clinical researcher in Evidence Synthesis. The appointee will contribute to two new initiatives in the field of evidence synthesis. The first is the NIHR School for Primary Care Research Evidence Synthesis Working Group (ESWG). This 3-year programme grant has been awarded to a collaboration of nine UK members of the NIHR School of Primary Care Research. Led by Oxford, the ESWG program will develop and advance the field of evidence synthesis working with over 40 collaborators across the nine school members. The appointee will also provide a teaching and supervisory contribution to the new MSc in Systematic Reviews, which is part of the successful Evidence Based Health Care postgraduate programme. There will also be opportunities to contribute to the Evidence-Based Medicine teaching program within the University of Oxford Medical School.

The appointee should be at postdoctoral level with experience in conducting systematic reviews, health technology assessments or synthesis methodologies utilised in health services research. The appointee may have some experience of supervising and teaching others in the field of evidence synthesis.

The appointee will also be responsible for supporting research within the department as well as developing funding streams to support independent research that fits within the Centre’s remit and long term vision.

There may also be responsibilities related to administrative duties that support the
Department as well as additional duties required by the post-holder’s line manager or Head of Department.

The appointee will be accountable to the Deputy Director of CEBM who reports to the Head of Department.

For an informal discussion please contact Dr Kamal Mahtani
kamal.mahtani@phc.ox.ac.uk

Information about the Department and the Centre for Evidence-Based Medicine can be found on pages 4-6 below).

Responsibilities

- Responsible for the day-to-day delivery of a suite of systematic reviews within the NIHR School for Primary Care Research Evidence Synthesis working group. This will include conducting individual research, analysing detailed and complex qualitative and/or quantitative data from a variety of sources

- Develop and implement new research methodologies and materials

- Regularly write research articles at a national level for peer-reviewed journals, book chapters, and reviews. Present papers at national conferences, and lead seminars to disseminate research findings.

- Setting their own task objectives and organisation required for this, and delegate work to other members of the team where appropriate

- Raise research funds through grant applications and develop and then manage their own area of a larger research budget

- Undertake applied clinical research consistent with the Department’s commitment to academic excellence and its position as one of the leading research departments internationally

- Coach other members of the group on specialist methodologies or procedures

- Share responsibility for shaping the research group’s plans and the writing of group funding applications for new research projects

- Represent the research group at internal/external meetings/seminars, either with other members of the group or alone

- Carry out collaborative projects with colleagues in partner institutions, and research groups

- Manage own educational, research and administrative activities, within guidelines provided by senior colleagues including completing progress reports as requested

- Contribute to lecturing and supervising undergraduate, postgraduate students as requested

- Produce lecture notes, course materials, reading lists, and reference guides related to teaching
• Undertake examining when requested

Selection criteria

Essential

• Relevant PhD/DPhil (or equivalent) with post-qualification research and teaching experience

• Strong publication record and familiarity with the existing literature and research in the field

• Possess sufficient specialist knowledge in the discipline to develop research projects and methodologies including experience in

• Ability to independently plan and manage a research project, including a research budget

• Ability to raise research funds through making grant applications

• Excellent verbal and written communication skills, including the ability to write for publication, present research proposals and results

• Professional and flexible approach to work: able to reassess priorities and respond positively to changing requirements

• Willingness to work flexibly in order to meet the demands of the role

• Willingness to travel within the UK as needed for project meetings

• Possess sufficient Information Technology (computer) skills to meet the needs of the project including the use of software analysing and synthesising qualitative and/or quantitative data from a variety of sources

Desirable skills and experience

• Significant experience in independently developing and conducting the broader forms of evidence synthesis (e.g. realist synthesis, mixed methods synthesis)

• Experience of supervising staff e.g. at PhD/DPhil

• Experience of making grant applications

• Experience of independently leading teaching streams in the field
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Nuffield Department of Primary Care Health Sciences

We lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on the prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists; many of whom are practising GPs. We cover the broad range of issues that you might expect to consult your GP about including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and alcohol-related issues, and cancer. We also focus on understanding and improving the experiences of patients, using big data, developing digital health interventions and working internationally. We have methodological expertise in clinical decision making and diagnostics, clinical epidemiology, medical statistics, modelling and qualitative research. We also have a dedicated in-house Primary Care Clinical Trials Unit.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community-based research groups across the University and with local GP surgeries enable us to utilise a broad range of relevant expertise into our teaching and research.

The department has recently developed a new stream of clinical research which seeks to improve the conceptual understanding and use of monitoring in a number of chronic diseases. We have an international reputation for developing research methodologies to ensure that research findings have a positive impact on clinical practice.
We are home to the Oxford Centre for Evidence-Based Medicine; the international Cochrane Tobacco Addiction Group which collates and summarises research evidence from across the world to underpin governmental health policies on smoking; and the qualitative social science focussed Health Experiences Research Group (HERG), which publish video and audio extracts of patient experience on www.healthtalkonline.org through a close working experience with the charity DIPEX.

The Department is a founding member of the National Institute for Health Research (NIHR) School of Primary Care Research and houses both the NIHR Collaboration for Leadership in Applied Health Research and Care Oxford and the NIHR Diagnostic Evidence Cooperative Oxford.

Our staff are currently located across three sites: the Gibson Building and Radcliffe Primary Care on the Radcliffe Observatory Quarter (ROQ) just north of the city centre (see http://www.ox.ac.uk/roq/ for more information) and the Old Road Campus.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

For more information on the department please visit: http://www.phc.ox.ac.uk/

The Nuffield Department of Primary Care Health Sciences holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

**Centre for Evidence-Based Medicine (CEBM)**

The Centre for Evidence-Based Medicine (CEBM) was established in Oxford in 1995 to coordinate expertise and promote evidence-based health care around the world. The Centre aims to facilitate effective and up-to-date decision-making in health care. Activities are focussed on educating students and clinicians in the principles and practice of evidence-based medicine, and training in how to teach and undertake research in evidence-based practice.

The Centre is based in the Nuffield Department of Primary Care Health Sciences and is led by Professor Carl Heneghan, academic GP and Fellow of Kellogg College. There are currently over 25 active staff and honorary members of the CEBM. Many of the active staff include other clinicians, statisticians, epidemiologists, and information specialists, quantitative and qualitative researchers. The CEBM executive team includes the Director, Ms Ruth Davis (CEBM manager), Dr Kamal R. Mahtani (Deputy Director CEBM) and Dr Ben Goldacre (Director of the EBM Datalab).

CEBM aims to develop, teach and promote evidence-based health care through research outputs, taught courses, conferences, workshops and EBM tools so that all health care professionals can maintain the highest standards of medicine. CEBM works closely with the Medical Statistics group in the department led by Professor Rafael Perera.

**Research:** The Centre for Evidence-Based Medicine has been dedicated to conducting research for the benefit of patients, providers and society. The key focus of our research is to: generate and synthesize evidence to serve the needs of individual patients, the public, and society; prioritise research that bridges the translational gap between the creation of new knowledge and adoption into practice and to deliver timely, innovative, and relevant outputs that use cutting edge research methods. The Centre has also recently been awarded a NIHR School of Primary Care program grant to advance the field of evidence synthesis.
Undergraduate teaching: Several members of the Centre are involved with EBM teaching across the University of Oxford medical school curriculum. Currently input mainly is in years 3 and 4 of the clinical stage of undergraduate medical course, but also includes statistics teaching in year 1 and 2. In year 4, there is a 2-day EBM course delivered twice (each time to half the students) in successive weeks; graduate entry students receive separate teaching sessions over three terms by members of CEBM.

Postgraduate teaching: The Centre provides the teaching and academic direction for the post graduate programme of part time MSc's and DPhils in Evidence Based Health Care (EBHC) – a joint programme between the Nuffield Department of Primary Care Health Sciences and the Department of Continuing Education.

DPhil in Evidence Based Healthcare: The part-time DPhil is part of the Evidence-Based Health Care Programme, which is jointly run with the Centre for Evidence-Based Medicine in the Nuffield Department of Primary Health Care Sciences. The programme also works closely with the Centres of Evidence-Based Nursing, Evidence-Based Mental Health, and Evidence-Based Dentistry. Supervision is arranged to suit the DPhil topic and may involve staff from within the Medical Sciences Division as well as co-supervision with members of the Evidence-Based network.

The MSc in Evidence-Based Health Care: The MSc in EBHC will position students to integrate the best available research evidence with their own expertise and patient values to make better informed decisions in their field of health care.

MSC in Systematic Reviews: This initiative is new for academic year 2017. The MSc in systematic reviews underpins the CEBM’s world leading reputation in evidence synthesis and as a part time MSc is designed to facilitate the undertaking and publication of a wide range of reviews.

Our program of courses encourages students to think critically about evidence and put this evidence into practice. Teachers are internationally recognised leaders and active researchers in the field of evidence-based health care. The flexible modular structure has been devised for busy professionals and to fit with the structure of specialist training. More details of the courses can be found at https://www.conted.ox.ac.uk/courses/details.php?id=48.

DPhil in Primary Health Care: The primary research focus of this programme is on the prevention, early diagnosis and management of common illness in general practice - particularly childhood infection, cancer, heart disease and stroke.

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: http://www.medsci.ox.ac.uk/
How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

When prompted, please provide details of two referees and indicate whether we can contact them at this stage.

You are also required to upload a CV and supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we may be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email recruit@phc.ox.ac.uk to enquire whether the role you are applying for might be available on a part-time basis.

All applications must be received by midday on the closing date stated in the online advertisement. Late applications will not be considered.

Incomplete applications will not be considered.

Only in exceptional circumstances and with prior agreement can we consider applications submitted via methods other than the on-line recruitment system.

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all e-mails. We contact all candidates, whether shortlisted for interview or not, so if you have not heard from us, please check your spam/junk folder and then contact us if you have not received a response.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.
If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For existing employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Training and Development
A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff
There is a particularly wide range of support for career development for research staff. Please visit www.ox.ac.uk/research/support-researchers to find out more.

Pensions
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)
A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club
The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. NB: Due to the high demand for the University's nursery places there is a long waiting list.

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.