

## **JOB DESCRIPTION**

<b>POST:</b>	<b>Information Specialist</b>
<b>GRADE:</b>	<b>3a</b>
<b>DEPARTMENT:</b>	<b>Library and Archives</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Information Specialist</b>

---

## **JOB SUMMARY**

The role of Information Specialist is key to the development and delivery of highly specialised project work that supports the College's strategic priorities of advancing standards and reducing the variability of patient outcomes.

The post holder will:

- Work with the Senior Information Specialist to contribute to the delivery of an external contract to review NICE-accredited guidelines using high level literature search and critical appraisal skills
- Work to regularly review and document all search methodology

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Scoping and designing robust, replicable search strategies on clinical topics as required by the project.
- Running searches across bibliographic databases and other specialised sources, documenting all search strategies.
- Using Endnote to work with bibliographic citations.
- Sifting results using critical appraisal skills.
- Formatting search strategies and search results into a specified Word document format.
- Delivering search results in batches.
- Managing own deadlines in liaison with external project contacts, and recording all time spent on each aspect of the project.
- Regularly reporting on progress to the Senior Information Specialist, Library and Archives department colleagues, and senior RCS England staff as required.
- Attending meetings with external project contacts as required (remote attendance only).
- Taking responsibility for continuing personal and professional development, keeping information skills and medical subject knowledge up to date.
- As appropriate, representing the department in the wider library and information world, collaborating and sharing expertise with external bodies and colleagues.
- The post-holder is expected to represent the College in a professional manner.
- The post-holder is responsible for compliance with legal and regulatory requirements in respect of equality and diversity, data protection, copyright and licensing, security, financial and other RCS policies, procedures and codes as appropriate.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**

**The Royal College of Surgeons of England is an Equal Opportunities Employer.**

**All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.**

## PERSON SPECIFICATION

**POST:** Information Specialist

**GRADE:** 3a

**DEPARTMENT:** Library and Archives

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** Senior Information Specialist

### Qualifications

<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ A first degree with a postgraduate qualification in Librarianship/Information Management (or recognised equivalent) or equivalent relevant experience.</li> </ul>	<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Formal training in systematic literature searching / critical appraisal processes.</li> <li>▪ Evidence of commitment to continuing professional development.</li> </ul>

### Experience and Skills

<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<p><b>Experience/Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Appropriate post qualification experience which includes working in a health-related information setting.</li> <li>▪ An excellent understanding of the principles of evidence-based clinical practice and research methodologies, including evidence levels, study designs and statistical techniques.</li> <li>▪ Computer literate with experience in bibliographic database searching.</li> <li>▪ Experience in using Endnote or similar citation management software.</li> </ul>	<p><b>Experience/Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Experience of project work with external stakeholders.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Advanced literature searching skills using key bibliographic databases such as Medline and Embase, as well as other specialist sources.</li> <li>▪ Ability to analyse, interpret and synthesise complex information, in particular critical evaluation and appraisal of medical research.</li> <li>▪ Strong organisational and administrative skills and the ability to prioritise and manage own workload without close supervision.</li> <li>▪ Excellent and meticulous attention to detail.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Experience of writing or contributing to written reports, business cases and proposals.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Ability to work in a highly focused way to tight, recurring deadlines.</li> <li>▪ Strong problem-solving skills, with the ability to think innovatively and creatively and a willingness to offer new ideas and approaches.</li> <li>▪ Responsible for own development, able to work independently, self-initiate and prioritise tasks and work to deadlines while communicating progress to relevant colleagues.</li> <li>▪ Able to learn quickly – seeks and assimilates new knowledge, willing to learn from mistakes and adapt practices.</li> </ul>	
---	--

**People and interpersonal skills**

<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>▪ Excellent communication and interpersonal skills and a proven ability to liaise with a colleagues and external stakeholders.</li> <li>▪ Able to seek support from colleagues as required, and to give and accept any feedback with a positive attitude.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Confidence in presenting to senior colleagues and external stakeholders on project work.</li> </ul>

The post holder will also need to demonstrate the following **values and behaviours**:

<p><b>Diversity</b> - we value <i>diversity</i> and treat each other with respect.</p>
<ul style="list-style-type: none"> <li>• I listen effectively and treat each person as an individual</li> <li>• I value people with different skills, expertise and knowledge to myself</li> <li>• I ensure that everyone I meet feels welcomed at the college</li> <li>• I trust the people I work with and know they will work to their best ability</li> <li>• I am inclusive and build good relationships with everyone I work with</li> <li>• I take time to understand different views to myself for the sake of the college</li> </ul>

<p><b>Improvement</b> - we seek continuous <i>improvement</i>, and improvement requires change.</p>
<ul style="list-style-type: none"> <li>• I use my expertise to question, challenge and improve the way we carry out our tasks</li> <li>• I identify opportunities to innovate and present ideas to improve our products and service</li> <li>• I am open and positive to new ideas and ways of working which help the college</li> <li>• I adapt to change positively</li> <li>• I help my manager communicate change to others</li> <li>• I learn from my mistakes and do things differently as a result</li> </ul>

<p><b>Responsibility</b> - we take personal <i>responsibility</i> for all we do.</p>

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

**Collaborative** - we are **collaborative**, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

**Prudent** - we are **prudent** in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

**Professional development** - we are committed to personal **professional development** that benefits the individual and the College.

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

**The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.**

**The Royal College of Surgeons of England is an Equal Opportunities Employer.**

*Job description revised January 2021*