

Job Title: Information Specialist  
Reporting To: Associate Librarian Education, Research, & Clinical Support  
Location: RCSI Dublin, 26 York Street Dublin 2  
Department: Library  
Contract type/duration: Permanent Full Time  
Closing date for applications: 2<sup>nd</sup> April 2023  
Interview date: Week commencing 17<sup>th</sup> April 2023

RCSI is a community of academic, research and professional staff working collaboratively to lead the world to better health. Here, you will thrive in an innovative and inclusive atmosphere and your personal development and wellbeing will be supported. We invite you to join us to help deliver on our exciting mission “To educate, nurture and discover for the benefit of human health”. We seek candidates whose experience to date has prepared them to contribute to our commitment to the [“Race Equality Action Plan 2021-2024”](#) at RCSI.

For each of the last six years, RCSI has been positioned in the Top 250 of universities worldwide and ranked in the world’s Top 50 by Times Higher Education for our contribution to the United Nations’ Sustainable Development Goal Number 3 ‘Good Health and Well-being’. This reflects our commitment to supporting people of all ages to live healthy lives and our work to promote the concepts of well-being and positive health. Our values of **Respect, Collaboration, Scholarship and Innovation** continue to unite and direct our purpose.

#### About the post:

Working as part of the Library’s Education, Research & Clinical Support team the **Information Specialist** provides an Advanced Systematic Review Support Service to Principal Investigators, researchers and clinicians undertaking systematic reviews and related evidence based studies. Currently the service is offered specifically to projects designed to Cochrane Collaboration level or equivalent and eligible to be registered in PROSPERO or a similar research registry.

#### Job Responsibilities

- To provide the Advanced Systematic Review Support Service, including:
  - Acting as a dedicated Information Specialist to support research teams
  - Providing one on one and group consultations related to advanced systematic reviews as requested
  - and assisting with the delivery of ERC consultation service to students and staff, including comprehensive reference, literature and searching assistance in health sciences disciplines including using online consultations using MS Teams or other online meeting platforms
  - Advising on review standards from relevant bodies such as the Cochrane Collaboration and the Institute of Medicine
  - Searching to scope the existing range of research questions and the evidence base, if any
  - Discovery of existing systematic reviews, scoping reviews, Best Evidence Medical Education BEME reviews or clinical guidelines
  - Drafting the search methods and sources for a systematic review protocol or funding proposal
- Advising the Associate Librarian for Education, Clinical & Research Support & the Library Management Team on the evolution and development of the service
- Promoting the Advanced Systematic Review Support Service specifically and the research support services of the library generally



# RCSI

- Briefing library colleagues on search and review related developments and training library colleagues as necessary
- Monitoring trends and developments relevant to the role, including engaging with appropriate professional networks
- Building and maintaining strong working relationships with departments and research centres, including the Office of Research and Innovation, the Data Science Centre and IT etc.
- Developing and maintaining relationships with peers in similar institutions and roles
- Demonstrating the RCSI competencies
- Providing usage statistics and management information as required
- Undertaking training and development relevant to role
- Representing the best interests of the Department and RCSI at all times
- Performing such other duties as may be required from time to time

When providing the Advanced Systematic Review Service the Information Specialist will:

- Discuss the relevant databases and sources of grey literature
- Construct search strategies for each individual source including study design types, interventions and population characteristics
- Execute searches in multiple databases
- Provide a full documented search summary for each source
- Deliver sets of database references in formats as required by the review team and their collaborators
- Revise searches as necessary after initial appraisal
- Provide support data for reporting standards such as Preferred Reporting Items for Systematic Reviews and Meta-Analyses PRISMA
- Advise on final aspects of drafting the search methodology and furnishing supplementary information
- Advise on the availability of systematic review management software and related utilities
- Engage with and support inter-institutional and international teams as necessary.

### Knowledge & Experience – (Essential):

- MLIS or cognate discipline with demonstrated experience and knowledge gained from a similar role
- Knowledge and understanding of the organisation of biomedical literature and associated sources and databases
- Demonstrated proficiency in searching MEDLINE, EMBASE, CINAHL, APA PsycInfo, Web of Science, Global Health, Scopus
- Familiarity with clinical trial registries, Cochrane Central Registry, WHO, EU, Health Technology websites and grey literature
- Experience of providing search results using EndNote (or equivalent) and or Excel and all related formats
- Knowledge of international best practices including PRISMA and HTA guidelines (e.g., NICE Guidelines)





# RCSI

- Experience in academic health or hospital libraries or equivalent health/clinical/research information service
- Knowledge of MS Office suite

## Desirable Skills

- Excellence in command level searching of bibliographic databases on all platforms
- Proficiency in all reporting standards such as PRISMA
- Experience of drafting search strategy findings according to PRISMA/HTA Reporting Guidelines
- Working knowledge of the functionality of a standard systematic review tool (RevManager, Covidence and Rayyan free versions)
- Experience of refining searches by study methodologies, RTCs, qualitative, quantitative, mixed methods, educational

## Desirable Attributes and Aptitudes

- Be able to communicate with a high level of initiative, tact, diplomacy and confidentiality verbally and in writing
- Openness to engage in continual learning not only to meet but to improve standards
- Aptitudes in managing and negotiating solutions to often changing project needs
- Patience and perseverance in sustaining support for long-term projects and can operate flexibly within a busy environment; can shift focus when required
- A flexible, open and responsive attitude to the demands of different disciplinary areas
- Empathy with the issues clinicians experience with some non-clinical research models
- Willingness to draw upon the experience of other information specialists elsewhere in problem solving.
- Aspiration to contribute as a co-author
- Ability to ensure all timelines are met
- Ability to operate effectively as part of a team – is cordial, tolerant and willing to help others, is co-operative and patient; shares work and information; establishes rapport, can influence and develop effective networks and work with intra-institutional and international teams as necessary
- Have a pro-active approach to work, anticipating and resolving problems in advance; have keen attention to detail - from anticipating and addressing issues in advance to understanding requests and delivering quality work with minimal errors.
- Display a 'can-do' attitude, demonstrate enthusiasm and passion for the role.

We are all too aware that imposter syndrome and the confidence gap can sometimes stop fantastic candidates putting themselves forward, so please do submit an application — we'd love to hear from you.

## Employee Benefits





# RCSI

RCSI make sure you have the resources you need to thrive by offering a wide range of benefits in areas including time away, finance, community, health, and well-being and insuring your financial future. Below are some additional benefits available to you as an RCSI employee:

- Minimum of 20 days annual leave, plus an additional 6.5 Privilege days
- Flexible/hybrid working options for colleagues across many roles
- Additional leave options incl. paid maternity leave, paternity/parental leave, study leave
- 7% Employer pension contribution
- Onsite gym €10 per/mth incl. classes and PT sessions
- Childcare support 20% discount at Giraffe
- Free eye test and annual flu vaccination
- TaxSaver commuter tickets and Bike to Work schemes
- A site sustainability team focusing on the environmental initiatives; [Green Campus Initiative](#)
- Competitively priced café and restaurant
- Equality, Diversity & Inclusion forums, and network groups
- Employee assistance programme with Spectrum Life
- Learning and Development training programmes incl. LinkedIn Learning for career progression
- Discounted services incl. GP visits, 10% off dental, staff parking, mobile tariffs, Group Scheme discount on numerous brands
- Sports and social club incl. yoga, Pilates, fitness classes, Zumba, running club, social evenings, Summer BBQ
- Ticket Draws for events including; Rugby, Taste of Dublin, Dublin Horse Show, theatre, music & comedy events

## Application Process

Please apply online with your CV and Covering Letter. Informal enquiries can be directed to Florencia Raimondo at [florenciaraimondo@rcsi.com](mailto:florenciaraimondo@rcsi.com)

*Note: This job description may be subject to change to reflect the evolving requirements of the Department and RCSI. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position. RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race. RCSI is committed to embedding equality, diversity and inclusion (EDI) across everything we do. This ensures we can all work and learn in an environment defined by dignity and respect. Eligibility to work in Ireland is a requirement of this role, Proof of eligibility documentation will be required at a later date. Under limited and specific circumstances*





# RCSI

---

*(research/ specialist roles) RCSI may be in a position to seek a hosting agreement and/or work permits. Employees are required to undertake 6 months service in their current role before applying for other internal opportunities, unless agreed in advance by the SMT representative*

