



Candidate Brief

Systematic Reviewer
Knowledge Management (Content
Development)
CABI (Head Office)

December 2011

CABI BACKGROUND

CABI (www.cabi.org) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have over 350 staff based in 16 countries. We have offices in Brazil, China, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 46 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

Publishing

We produce key scientific publications, including CAB Abstracts – the world-leading database covering agriculture and environment and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, ebooks and full text electronic resources aiming to further science and its application to real life. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers worldwide.

Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

Plantwise

Plantwise aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities.

www.plantwise.org

THE ROLE

Job title:	Systematic Reviewer
Salary:	£17,000 per annum (pro-rata to a 10-month Fixed Term Appointment) (expected start date February/March 2012)
Grade:	HAY Band 1
Reporting to:	Commissioning Editor / End User Business Analyst
Direct reports:	None
Key peer group:	Content Development Assistants, Editorial Assistants
Location:	Head Office (Wallingford), UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link http://www.ukba.homeoffice.gov.uk/)

Purpose of the role

We are offering a 10 month contract on the following project - “Invasive Species Causing Declines and/or Extinctions of Threatened* Species: A Systematic Review”

Based upon methodology initially developed in medicine¹, and refined by the CEBC, University of Wales: Bangor² for use within ecology and environmental management, a systematic review is a tool to support decision-making by providing an independent, unbiased and objective assessment of the evidence.

¹ <http://www.york.ac.uk/inst/crd/SysRev/!SSL!/WebHelp/SysRev3.htm>

² <http://onlinelibrary.wiley.com/doi/10.1111/j.1523-1739.2006.00485.x/pdf>

Main Responsibilities

- Undertake literature searches of online databases.
- Hand searches of libraries, such as Oxford Bodleian Library.
- Carry out the screening selection criteria for relevant review literature.
- Develop and implement a quality assessment instrument (assess accuracy with a 2nd reviewer).
- Extract data from papers and assist in the tabulation and potentially the analysis of data.
- Assist in the writing of the full systematic review report.
- Other general review activities, including assisting the Invasive Species Compendium team (www.cabi.org/isc), to make sure that invasive species included in the review have a corresponding datasheet on site (or in preparation).

CANDIDATE PROFILE

Knowledge, Experience & Skills	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • Experience of undertaking large literature searches and using citation management software (such as Endnote) • Experience in quantitative research methods • Excellent skills in writing for scientific and other audiences • Excellent organisational skills with the ability to work to tight deadlines • Good effective communication, presentation and interpersonal skills • Excellent computer skills, particularly in the Microsoft Office suite of products 	<ul style="list-style-type: none"> • An interest in invasive species and their mechanism for invasion and resulting ecological impacts • Experience of undertaking a systematic review • Experience of undertaking meta-analyses and statistical methods to explore heterogeneity • A publication record, including grey literature reports, systematic reviews, and / or scientific papers (please provide list in application if applicable)
Education & Qualifications	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • BSc in biological sciences, with emphasis on ecology or ecological related subject • 	<ul style="list-style-type: none"> • Post graduate degree in biological sciences, with emphasis on ecology or ecological statistics •
Personality Characteristics	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • Thorough, methodical and accurate approach to work, documenting any changes from protocol • Ability to work both independently and also collaborate effectively with a wide range of people from different departments 	<ul style="list-style-type: none"> •
Other	REQUIRED	DESIRABLE
	<ul style="list-style-type: none"> • Willingness to travel within the UK to libraries and universities to source literature for review 	<ul style="list-style-type: none"> •

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey)

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV quoting Job Reference 38/2011 to recruitment@cabi.org - please state where you saw this advertisement.

Please note closing date for receipt of applications is 2 p.m. Friday 27th January 2012