Job Description

Job Title: Information and Evidence Officer

Date prepared: September 2022

Location: This role can be worked flexibly from home with regular visits to Penny Brohn UK Head Office on the outskirts of Bristol as required

Main purpose of job: To research and update content for Penny Brohn UK’s ‘universal offer’ of information resources, ensuring they meet the needs of people affected by cancer, are accessible and evidence based.

To work towards ‘PIF Tick’ accreditation - making Penny Brohn UK a certified provider of trusted, evidence-based information.

Responsible to: Evaluation Lead

Relationships:

The post holder is expected to foster excellent working relationships with the Research and Evaluation team as well as with members of the wider Penny Brohn UK staff team. As a member of the Research and Evaluation team, the post holder is expected to work inclusively and collaboratively across the organisation. At all times the needs of the client are paramount.

Main Duties:

Evidence

- To undertake comprehensive literature searches and critically appraise results for accuracy, validity, reliability and applicability.
- To use a range of advanced technical skills such as use of citation software, review software and content management systems.
- To research and update content for the charity’s information resources, ensuring they meet the needs of people affected by cancer, are accessible and evidence based.
- To work with ‘Services Team’ colleagues and the Evaluation Lead, to deliver high quality and up-to-date information about integrative cancer care.
- To work with the Communications team to produce this information in print, on the charity website and in other appropriate formats.
• To work proactively and collaboratively with health professionals and people affected by cancer to review our information, ensuring our information is evidence-based and relevant.
• To gain and develop a specialist knowledge of integrative cancer care and keep up to date with developments in the field.
• To act as a key contact point for evidence queries, responding to enquiries, liaising and networking as appropriate.

**Evaluation:**
• To support the Evaluation Lead in the day-to-day administration of the charity’s embedded programme of Continuous Quality Improvement.
• To ensure rolling data collection processes are efficient and collecting the appropriate data at designated timepoints.
• To collate and clean data from surveys and Zoom polls for analysis by the Evaluation Lead.

**Person Specification**

**Skills, experience and attributes**

**Essential**
• Graduate – Psychology, Social Science, Information or other relevant degree.
• Comprehensive knowledge and experience of researching health information using medical databases and the internet to obtain evidence-based information.
• Experience of using reference management software.
• Experience of producing information from the research stage, through to writing, external review, and liaising with other staff members involved in the production of information resources e.g., Communications.
• Excellent written, verbal and visual communication skills.
• Experience of communicating complex health information to a lay audience.
• Able to work flexibly in a changing environment.
• Able to liaise with health and other professionals at all levels.
• Experience or interest in working with people diagnosed with cancer.

**Desirable:**
• Postgraduate qualification in Psychology, Social Science, Information or a similar subject.
• Good knowledge of integrative cancer care.
• Previous experience in an evidence role for a charity, consultancy, government or public body.
• Previous experience in producing accredited information products e.g., Information Standard, PIF Tick.
This job description is not exhaustive and will be reviewed, in consultation with the post holder from time to time and amended in the light of the changing needs of the charity.

Penny Brohn UK operates a system of regular performance reviews, which includes an ongoing appraisal where the job description, progress against objectives and overall performance in post are discussed.