



Royal College  
of Surgeons  
of England

ADVANCING SURGICAL CARE

**Job Title** - Assistant Archivist

**Salary** – £24,000 per annum (based on 0.8 FTE) (this is pro-rata of the full time salary of £30,000)

**Contract Type** – Fixed term (6 months), part time (0.8 FTE, 4 days which must include Wednesday and Thursday) – there may be considerations for appointing at 0.6 FTE, 3 days per week.

**Location** – Royal College of Surgeons of England, 38-43 Lincoln's Inn Fields, WC2A 3PE (this role will be based onsite).

**About us**

The Royal College of Surgeons of England is the professional body for surgery. Our mission is to build the future of the surgical profession and improve the delivery of surgical care. We do this through education, training, examination, supporting surgical research and providing support and advice for surgeons at all stages of their careers.

**About the role**

The Royal College of Surgeons of England is looking for an Assistant Archivist to join the Archives team within the RCS England Library and Archives Department. The Archives Team is responsible for the professional management of the College's archive collections, and for providing customer-focussed services that facilitate access and engagement to RCS Eng Members and Fellows, College staff, external academics and the general public.

The Archive collections include the institutional archive of the College and the records of the Hunterian Museum, dating from 1800. There are also deposited collections of archives and manuscripts relating to medicine and surgery dating from the 16th to 20th centuries, including hospital records, correspondence, personal papers, lecture notes, and case notes.

The Archive serves as both the corporate archive and a Place of Deposit, so the Archives Team performs a variety of internal and external-facing activities. The Assistant Archivist will lead on the delivery of search room and enquiry services, will plan and deliver a project to catalogue a section of the corporate archive to professional standards, and will support the Archives Manager in the planning and delivery of the Archive Service more broadly.

Please see the job description for further details.

**Responsibilities**

- Responsible for the day-to-day operational management of the Archives search room and enquiry services, including reviewing and streamlining existing processes to ensure efficient handling of our requests.
- Assisting and supervising researchers using the search room for up to 2 days per week.
- Answering a wide range of enquiries, reprographic requests and permissions to publish in compliance with relevant legislation, including managing access to sensitive medical records.
- Cataloguing the institutional archives to ISAD(G) standard using Adlib / Axiell Collections.
- Supporting the Archives Manager in the wide variety of professional and administrative tasks required in a small, corporate archive
- Collaborating with the Library team on engagement activities to support College events, including occasional evening and weekend working.

**About you**

- You are a qualified archivist.
- You are user-focused with experience of delivering high quality search room and enquiry services.
- You are confident working independently, applying policies and procedures and using your initiative to take decisions appropriately.
- You are able to think innovatively and creatively and willing to offer new ideas and approaches.
- You are able to prioritise and manage a varied workload effectively.

**What we can offer you**

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working. This is subject to role requirements
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities

- Wellbeing programme & Employee Assistance Scheme

**Interested Candidates:**

**If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rceng.ac.uk](mailto:RCSHR@rceng.ac.uk)

**Closing date: Wednesday 01 May 2024**

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.