



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title - Director of Library and Archives

Salary - £62,643

Contract Type - Permanent, Full-time (35 hours a week)

Location - We fully support flexible working, either from our superb offices in Holborn or from home (subject to role requirements). This role will require regular working from our office in Holborn.

About us

The Royal College of Surgeons of England (RCSEng) 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 RCSEng is seeking to appoint its next Director of Library and Archives. The college library was founded in 1807 and all the library and archives collections were Designated in 2013 in recognition of their national and international significance. The library delivers innovative, highly regarded services to around 25,000 members based in the UK and internationally. The archives collections are well used by researchers from a wide range of disciplines from all over the world.

This is an exciting opportunity for an experienced and collaborative individual with excellent communication skills to provide strategic and operational leadership within a progressive organisation.

Duties and Responsibilities

The Director of Library and Archives is a key member of the Learning and Quality directorate leadership team.

The post holder is responsible for:

- Delivering the strategic and operational leadership of the Library and Archives directorate, in order to deliver high quality services, together with learning and research resources to support the College and directorate's business and strategic plans.
- Developing, directing, promoting and evaluating high quality, innovative services that meet the professional, research and CPD needs of a wide range of audiences that include College Fellows and Members, Associate Members, examination candidates, RCS staff, national and international researchers, as well as the needs of public access to the Designated collections.
- Formulating, directing and leading strategic planning in collaboration with the Director of Museums to ensure the highest standards of preservation, documentation, care and access

to the unique and distinctive Designated collections which are part of the UK's cultural heritage.

- The strategic development of the specialist IT systems deployed to manage the library, museums and archives (LMA) collections, working with the Director of Museums to formulate and implement the LMA systems strategy.
- Maintaining awareness of NHS and Higher Education policy and practice, as well as within the independent health information sector, in relation to knowledge and library services and recommending change where relevant to professional areas of responsibility. This includes maintaining awareness of international trends and developments in health information provision.

About you

Qualifications

You should hold a first-degree with a postgraduate qualification in Library and Information Science. It is desirable if you are also a Chartered librarian (MCLIP – Member of the Chartered Institute of Library and Information Professionals) and hold a project management qualification or have received project management training.

Skills/Experience

The ideal candidate will have proven partnership development skills and a track record of empowering teams to work confidently to deliver seamless, high quality services within a complex environment. They should have a substantial track record of senior leadership in one or more library and information services, including knowledge of archives service management, together with significant evidence of strategic service and financial planning in support of learning and research. Experience of applying for grant funding, and delivering, successful grant-aided projects is highly desirable. The post-holder will be able to demonstrate the ability to drive positive change, identify and harness leading edge learning technologies and to provide leadership in relation to the changing role of the medical academic library and its collections, spaces and services.

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- 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.

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@rcseng.ac.uk

Closing date: Monday 27 November 2023

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.