



Job description

Job title:	Director of Library and Archives
Grade:	6a
Department:	Library and Archives
Responsible for:	All directorate staff and volunteers
Direct reports:	Customer Services Manager Library Collections Manager Evidence Support Manager Archives Manager
Accountable to:	Executive Director – Learning and Quality
Key relationships:	Chief Executive, Executive Director Team, President, Vice-Presidents, Council Members, Trustee Board, Chair Library and Museums and Archives Committee.

Job summary

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

- information services,
- care of our collections,
- archive record management and storage
- learning and research resources
- customer service

Key responsibilities

- Actively contribute to the development and implementation of College strategy on all aspects relating to the Library and Archives activity.
- To lead and direct the Library and Archives Directorate to deliver the strategic priorities and business plan. Responsible for directing the development, implementation and evaluation of all Directorate activities including taking new areas of work from inception to business as usual.
- To lead the management, development and care of the directorate's unique and distinctive library and archive collections and resources in all formats, ranging from the fifteenth century to date, including the College's corporate archives (all permanently retained records).



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- To lead the development of high quality, innovative services that meet the professional, research and CPD needs of a wide range of audiences that include College Fellows and Members, examination candidates, RCS staff, researchers and the public.
- To lead 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.
- To lead the budgeting processes for the Library and Archives Directorate and ensure activity is delivered within the approved budget.
- To represent the Directorate and RCS England at internal and external meetings.

Specific duties and responsibilities

1. Strategic Planning and Operations

- 1.1 Lead, direct and manage the strategic development and operation of the Library and Archives Directorate in accordance with the College's strategy, as well as its stewardship responsibilities for the Designated RCS collections, to the highest professional standards.
- 1.2 Responsible with the Director of Museums for the effective support of LMA governance committees, which include the Library, Museums and Archives Committee and the Heritage Advisory Committee.
- 1.3 Develop, direct, promote and evaluate 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.
- 1.4 Lead 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.
- 1.5 Manage the development, production and publishing of Plarr's Lives of the Fellows of the Royal College of Surgeons of England and the Voices of Surgery working with the Chair of the Lives Committee, the Honorary Editor and editorial team.
- 1.6 Formulate, direct and lead strategic planning in collaboration with the Director of Museums to ensure the highest standards of preservation, documentation, care and access (including digital access) to the unique and distinctive Designated collections which are part of the UK's cultural heritage.
- 1.7 To maintain and develop the commercial and income generating information services offered by the College.
- 1.8 Maintain 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 recommend change where relevant to professional areas of responsibility. Including internationally.



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2. Policy and compliance management

- 2.1 Act as Copyright lead for the College, ensuring compliance with the use of third party copyright by managing the Copyright Licencing Agency licence.
- 2.2 Provide advice, information and training on copyright issues throughout the College.
- 2.3 Exercise primary responsibility for the creation, review and governance endorsement of the Collection management policies in accordance with current professional standards and ensure they are adhered to.
- 2.4 Manage the department's records in accordance with College policy and legal requirements, including GDPR compliance.

3. Financial and risk management

- 3.1 Responsible for producing the directorate's annual budget and business plan and monitoring to ensure adherence to budgets.
- 3.2 Ensure best value for money in the purchase of information resources.
- 3.3 Proactively seek external funding in collaboration with the Development Department, for additional projects and initiatives in support of the collections and services. Monitor all budgets related to external funding and manage project funded staff in accordance with the project plan agreed with external funding body/bodies.
- 3.4 Benchmark the department's business activities against appropriate professional standards to evidence the quality of departmental services.
- 3.5 Maintain the departmental risk register and Disaster and Salvage Plan as part of the College's general risk management strategy.

4. Management of Staff

- 4.1 Manage staff working within the Library and Archives Directorate.
- 4.2 Set and regularly review team members objectives ensuring that they support the overall strategic plan for the Directorate.
- 4.3 Identify training and development needs to support staff and services, and recommend relevant training courses and other appropriate methods.
- 4.4 Responsible for the effective and efficient recruitment and induction of all new departmental staff, project staff and volunteers.
- 4.5 Ensure that business processes are reviewed and improved on a regular basis in order that they continue to contribute to the successful implementation of the Directorate's plans.

5. Advocacy and partnerships

- 5.1 Promote the work of the department, and develop outreach activities both within the College and externally, in liaison with the Membership, Media and Communications Directorate.
- 5.2 Foster and manage the off-site storage and activity partnerships to ensure contracts are observed and good working relationships maintained to the mutual benefit of all parties.
- 5.3 Maintain and develop effective contacts and partnerships with a wide range of stakeholders including funders and key external national and regional organisations.





6. College Accountabilities

- 6.1 Act as a role model demonstrating the College values and behaviours by encouraging a proactive approach to achieving the delivery of quality outcomes and desired results to support a “One College” culture focussed on delivery and growth.
- 6.2 To lead and inspire managers and employees through personal example to deliver the College’s vision, values and priorities.
- 6.3 To build effective mutual confidence, respect and trust with Council and Trustee Board members.
- 6.4 To identify, mitigate and monitor risks.
- 6.5 To represent the College by acting as an ambassador and champion for the Professional Body and its charitable aims.
- 6.6 To be an effective and engaged member of the Learning and Quality Directors’ Team.

General

To undertake such other duties as may from time to time be appropriate in the interests of the College.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

November 2023



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated at least to first-degree level with a postgraduate qualification in Library and Information Science or equivalent qualification. 	<ul style="list-style-type: none"> Chartered librarian (MCLIP – Member of the Chartered Institute of Library and Information Professionals) Project management training/qualification Training and CPD in relation to EU/UK Copyright legislation.
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working in a similar employment environment Proven ability to provide effective leadership and staff motivation Knowledge of evolving digital technologies and their potential for delivering library and archive services. Strong experience of leading and implementing specialist IT systems in a library and/or archives context. Knowledge of relevant compliance legislation (e.g. GDPR; Copyright; Health & Safety; Equal Opportunities etc.) Experience of change management. Experience of strategic planning, business development and financial management. 	<ul style="list-style-type: none"> Experience of working in a multi-disciplinary environment Experience of academic and/or healthcare sector libraries and in supporting learners. Experience/knowledge of outreach and promotion in library and archives sectors. Understanding of knowledge management and digital technologies relating to teaching, learning and research. Experience/knowledge of collections-based research and exhibition work. Experience/knowledge of museum management software and collections documentation standards
Skills and Abilities	<ul style="list-style-type: none"> Good interpersonal skills; proven ability to relate to and work with staff at all levels from a diverse range of backgrounds Ability to work under pressure, to prioritise and 	<ul style="list-style-type: none"> Sound understanding of the use of technology and digital developments in the library, museum and archives sectors, including issues relating to digitisation and digital preservation.



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	<p>delegate effectively, on own initiative.</p> <ul style="list-style-type: none">• Ability to prepare high quality reports• Proven management, administrative and budgeting skills.• Proven ability to prioritise tasks and work to deadlines under pressure• Flexible approach to working, able to adapt to varying demands• IT: fluency in the use of the Microsoft Office package and e-mail	<ul style="list-style-type: none">• Training staff and end users in third party copyright compliance.
People and interpersonal skills	<ul style="list-style-type: none">• Professional managerial approach• Flexible team leader and team player• Efficient time management• Careful attention to detail• 'Can do' positive attitude• Evidence of significant initiative• Diplomacy; discretion and sensitivity	



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.



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