

Job description

Job title:	Information Specialist
Grade:	3a
Department:	Library and Archives
Responsible for:	N/A
Accountable to:	<i>Senior Information Specialist</i>

Job summary

The role of Information Specialist is key to the development and delivery of excellent, innovative, highly specialised information services that support the College's strategic priorities of attracting, educating, developing and supporting high-quality surgeons throughout their careers, and advancing standards of surgical care.

Specific duties and responsibilities

The post holder will:

- Work with the Senior Information Specialist and other members of the team to contribute to the Library's development and provision of user-focused, high quality services to support the information needs of its audiences, and to the effective working practices required to deliver these.
- Work to maximise the development, implementation and continued delivery and exploitation of digital resources.

1 Evidence Support Team (EST)

Responsible for:

- Developing a strong understanding of the clinical and healthcare management knowledge required by surgeons within surgical and dental specialties and sub-specialties.
- The creation, delivery and development of email Specialty Updates according to established working practice. At time of writing this includes:
 - Identifying suitable content for Updates from specialist and generalist surgical and medical journals, appropriate information sources and organisations.
 - Applying critical appraisal skills regarding study designs and research and statistical methodologies used.
 - Using email marketing software and citation management software to add articles and other information to the Updates; summarising complex study



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results and conclusions; providing and testing direct links to 'gated' resources; and maintaining and amending formatting as required.

- Liaising with clinical advisors regarding relevance of content.
 - Responding to queries, feedback and comments; overcoming barriers to access, in particular related to technical difficulties experienced by Updates recipients.
 - Producing statistical reports and collating members' feedback for service evaluation.
 - Working with RCS England colleagues (e.g. Engagement, IT) with regard to all aspects (technical, strategic, legal compliance, etc.) of the service's use of email marketing software.
- Under the overall guidance of the Senior Information Specialist, contributing to the implementation and ongoing development of the Library and Archives Strategy, with the aim of ensuring the service meets the requirements of members and supports the College's strategic priorities.
 - Disseminating and promoting the service to College members, staff, specialist associations, other information professionals and internal and external stakeholders through a range of channels and activities.

2 Information support

Responsible for:

- Carrying out high quality literature searches on surgical, medical, educational, and healthcare management topics for RCS England members and staff.
- Providing high-quality information support for College departments and projects (inc. external projects).
- Training and supporting colleagues and members in literature searching and related information skills as required, including the development and creation of support materials.
- Answering and managing queries; providing support for users of online resources.
- Assisting with promoting and raising awareness of library services, such as supporting College courses and events and assisting with the creation of promotional material.

3 General

Responsible for:

- Contributing to any Library and Archives and cross-departmental working groups as required.
- Taking responsibility for continuing personal and professional development.
- As appropriate, representing the department in the wider library and information world, and collaborate and share expertise with external bodies and professional colleagues.



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- Deputising (e.g. in meeting attendance) for Library and Archives managers and the Senior Information Specialist as required.
- Any other duties appropriate to the grade may be assigned by the post-holder's line manager from time to time.
- The post-holder is expected to represent the College in a professional manner.
- Undertaking such duties appropriate to the grade, as required by the Director of Library and Archives.
- The post-holder is responsible for compliance with legal and regulatory requirements in respect of equality and diversity, data protection, copyright and licensing, security, financial and other RCS England policies, procedures and codes.

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.

August 2023



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Education to degree level or professional qualification relevant to the role or equivalent experience.	<ul style="list-style-type: none">• Evidence of interest in continuing professional development.
Experience and skills	<ul style="list-style-type: none">• Relevant experience working in a health-related library or information setting.• An understanding of the principles of evidence-based clinical practice.• An awareness of research methodologies, including evidence levels, study designs and critical appraisal processes.• Computer literate with experience in bibliographic database searching.• Advanced literature searching skills using key databases such as Medline, Embase, and other specialist sources.• Ability to evaluate, summarise and synthesise complex information, in particular critical evaluation and appraisal of medical research.• Strong organisational and administrative skills and the ability to prioritise and manage own workload without close supervision.• Excellent and meticulous attention to detail.• Ability to work in a highly focused way to tight, recurring deadlines.	<ul style="list-style-type: none">• Experience of providing services to a remote user base.• A general understanding of the surgical environment.• Experience in using Endnote or other citation management software.• Experience in user research and service evaluation.• Experience of writing clearly and engagingly for a specific audience.• Experience of writing or contributing to written reports, business cases and proposals.• Experience in using email marketing software.



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	<ul style="list-style-type: none">• Strong problem-solving skills, with the ability to think innovatively and creatively and a willingness to offer new ideas and approaches.• Ability to work independently, self-initiate and prioritise tasks and deadlines.• Willingness to learn – seeks and assimilates new knowledge, willing to learn from mistakes and adapt practices.• A flexible approach to duties in a changing working environment and a willingness to embrace change.	
People and interpersonal skills	<ul style="list-style-type: none">• A proven ability to liaise with a wide range of colleagues, library users and stakeholders at a variety of levels.• Experience of collaborating within and across small groups/teams, and as part of a larger whole.• Able to actively promote team values.• An ability to actively work and engage our growing, diverse membership, educating and supporting them to make best use of the Library & Archives services.• Evidence of an approach to work which embraces the College's values and behaviours (collaboration, respect, and excellence).	<ul style="list-style-type: none">• Presentation skills.



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

Collaboration	<p>We embrace our collective responsibilities working collaboratively and as one college.</p> <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	<p>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.</p> <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	<p>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p> <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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