**Harveian Librarian – role description and person specification**

**Reports to** – Treasurer

**Sessions** – flexible, about ½ a day per week including occasional evening and weekend requirements

**The purpose of your role**

The Royal College of Physicians (RCP) plays a pivotal role in improving patient care. We set healthcare standards and influence the quality of medical practice in hospitals. Working from London and Liverpool and with regional offices around the UK and overseas, we are an independent, patient-centred and clinically led organisation. Our members range from medical students and doctors in training to consultant physicians and retired doctors. We lead the profession by supporting and inspiring our members to meet the challenges of modern medicine and to deliver ever-better care for patients.

The RCP is continually looking to further improve how we support and engage with our global membership of 37,500. We bring physicians together to collaborate and the networks we do this through are an essential part of a successful future and the pursuit of our mission and vision.

As Harveian librarian, you will work with the library, archive and museum services (LAMS) team to understand and support the research and information needs of RCP members and staff while using the collections and activities to inspire others to become physicians. You will be responsible for developing, preserving and promoting the RCP’s current and historical collections, maintaining more than 500 years of the organisation’s history, providing a range of resources, information services and a programme of public exhibitions, events, tours and other activities. You will have a key role in fundraising and generating income to support the work of the department and its plans to develop the library, archive and museum space.

You will understand the value of both current and historical collections to the organisation and in developing them (particularly the current collections) as a member benefit. You will use your experience and connections with members and the research community as well as feedback from members to inform, develop and promote the department’s work.

You will work most frequently with the head of library, archive and museum services and individual managers but also with other members of the team. You will also regularly liaise with other college officers including the treasurer and registrar.

Specifically, you will:

* Advocate for, support and promote the library, archive and museum collections and services to members and the public as appropriate.
* Deliver the LAMS strategy and objectives within the wider context of the RCP strategy.
* Ensure the strategic fit of all LAMS projects.
* Represent and promote the work of the library, archive and museum team at officer level.
* Seek and develop collaborative opportunities with other internal information providers (eg the RCP’s Medical Education Resource Centre) and identify potential areas of collaboration for exhibitions and events with other areas of the RCP.
* Develop links with academics and educationalists in universities, medical schools and other educational establishments to promote the RCP’s collections as a resource for the study of medical and social history and STEM subjects.
* Work with the LAMS team and the Development team on external fundraising and seek opportunities to generate income from activities.
* Seek feedback from the membership and advise LAMS staff on the information needs of members.
* Identify opportunities for the LAMS team to support the RCP’s ‘research for all’ initiative.
* Support the development and delivery of the LAMS public events programme, attending and hosting events as required.
* Provide and advise on the clinical content to LAMS exhibitions and events as required.
* Chair meetings of the LAMS Advisory Committee and the LAMS Management Committee.
* Commission and edit biographical entries for *Inspiring physicians* (previously called *Lives of the fellows* or Munk’s *roll*).
* Ensure the long-term preservation of the collections including the provision of adequate security and suitable environmental conditions for storage and display.
* Liaise with press and media as required.
* Write and publish articles about LAMS collections and services.
* Develop a strong working relationship with The Spine, Liverpool and with RCP regions, working with regional advisers and regional staff to promote LAMS resources and activities.
* Respond to member enquiries about the department’s work and activities as required.

**How we’ll measure your success**

* Your ability to provide effective support to the LAMS team and activities including the successful delivery of the LAMS strategy and objectives.
* Metrics supporting the increased take-up of services and use of collections by key stakeholders particularly those supporting members and developing their careers.
* Building sustainability to LAMS through innovation, income generating opportunities and positioning the team to support the wider strategic direction of the College.
* Feedback on services and activities from stakeholders.
* Your personal contribution to our values.

**Your experience includes…**

***Essential***

* A fellow in good standing with the RCP and GMC.
* An advocate for libraries, archives and museums with an understanding of their value and importance to a membership organisation.
* Awareness and understanding of the information/resources needs of physicians in practice.
* Knowledge of the history of medicine and of the RCP and interested in engaging physicians and the public in these topics.
* Research skills including familiarity with searching online library catalogues and using electronic resources.
* Experience of interpreting and explaining historical collections to a variety of audiences, including media such as TV, radio, newspapers, journals and magazines.
* Experience of successful and engaging public speaking.
* Experience of fundraising.
* Willingness to build networks and relationships.
* Ability to chair meetings effectively.
* Willingness to work in a multi-disciplinary team with non-clinical colleagues.
* A commitment to the mission, vision and values of the RCP.

***Desirable***

* Experience as a user of the RCP’s library, archive and museum.

**Board and committee membership**

* Council (observer)
* College Officers’ Forum
* Library, Archive and Museum Advisory Committee (chair)
* Library, Archive and Museum Management Committee (chair)

**Tenure of post**

Up to 4 years (3-year initial term that can be extended by an additional year on mutual agreement of the post holder and the RCP).

**Appraised by**

Treasurer

**Financial aspects**

The post is not remunerated but RCP officers can claim reimbursement of all eligible expenses incurred in carrying out their roles in line with the RCP’s travel policy.

**LAMS Department**

With a specialist staff of 16, the LAMS team is led by the head of library, archive and museum services with support from the library manager, archive manager and senior curator. Currently part of the RCP’s Central Office, it reports to the chief executive.

The department promotes and educates on the history of medicine and the RCP’s role in that. It is also keen to develop further its role in supporting research and learning. Activities include award-winning exhibitions and a busy public events programme.

Modern print and electronic resources as well as rare and historical books form the library collection of more than 55,000 items. The services offered by the library team include document delivery, loans and literature searching. Staff also provide a central enquiry point for the organisation, answering enquiries on every aspect of the RCP’s work.

The archive contains institutional records, manuscripts and personal and professional papers. It manages a biographical series including all deceased RCP fellows with *Inspiring physicians* (previously the *Lives of the Fellows …* (Munk’s *roll*). The archive is also developing an oral history programme *Voices in medicine*. It provides information governance support to the organisation and was awarded accredited status by the National Archive in 2019.

The museum also holds Arts Council accreditation. Its collections include paintings, prints and drawings, sculpture, silver and decorative art, as wells as medical artefacts and instruments including the Symons and Hoffbrand collections.

**Our values**

We are committed to **taking care**, **learning**, and **being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

**We value taking care**

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP and take decisions in the interests of the organisation as a whole.

**We value learning**

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

**We value being collaborative**

This means we work together towards the RCP’s vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other’s contributions.

*The Royal College of Physicians welcomes and actively seeks to recruit people to its activities regardless of race, religion, ethnic origin, disability, age, gender and sexual orientation. The RCP aims to reflect the diversity of its members in all its committee, senior roles and staff in general.*

**Approved:** March 2020

**Next review:** As part of annual appraisal