



RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Title: Archivist
Department: Library
Tenure: Permanent
Location: St Stephens Green campus, Dublin
Reporting to: Director RCSI Library Services or Nominee

About RCSI

RCSI has been at the forefront of educating healthcare professionals since 1784 when we were founded as the national training and professional body for surgery. Today we are Ireland's only focused health sciences institution, Ireland's largest medical school and one of the leading health sciences institutions in the world.

Based in Dublin, with students from over 80 countries and four overseas campuses, RCSI has a global reach through our network of Alumni in 97 countries. RCSI is ranked in the top 250 institutions worldwide and joint 1st place in the Republic of Ireland in the Times Higher Education (THE) World University Rankings (2016-2017).

Objective:

To care for and promote the RCSI Heritage Collections for the benefit of the College and Irish cultural heritage.

Background

RCSI Heritage Collections include the College archives dating to 1784, manuscripts, antiquarian books relating to the teaching and practice of surgery and medicine in Ireland, medical instruments, paintings, portraiture and antique furnishings. Further information is on the RCSI Heritage Collections website at <http://www.rcsi.ie/heritagecollections>



HR EXCELLENCE IN RESEARCH

RCSI now has an exciting opportunity for an experienced archivist with a progressive and enthusiastic approach to care for and promote their unique collections.

Primary Duties and Responsibilities

- Maintaining, developing and evaluating services, policies and procedures that facilitate accessing and using the collections for education and research purposes.
- Planning and providing for the long-term protection, preservation and development of the Heritage Collections. This includes supporting the Records & Information Compliance Manager with the preservation of born digital records identified for permanent archiving.
- Promoting the collections through public engagement activities as appropriate, e.g., exhibitions, talks, online exhibitions.
- Establishing priorities for cataloguing collections according to agreed criteria.
- Cataloguing the collections to ISASD(G) standard, using CALM archives software and providing appropriate descriptive and analytical information to promote their scholarly research use.
- Prioritising collections, or parts of collections, for digitisation according to agreed criteria, overseeing the digitisation process and liaising with relevant third parties regarding this process.
- Maintaining and developing an online presence for the RCSI Heritage Collections and digitised images in a manner that will increase awareness and facilitate research use of the collections. Currently this includes the Heritage Collections website and blog at <http://www.rcsi.ie/heritagecollections>
- Responding to internal and public enquiries and requests to access the collections.
- Maintaining and developing policies and procedures for the future management of the Heritage Collections including maintaining and regularly reviewing donations and collection development policies.
- Supervision of archives students and interns on placement at RCSI Library.
- Performing other duties as set out by the Director Library Services or nominee in response to specific opportunities and needs.
- Complying with statutory legislation and rules and requirements in furtherance of your own and general staff welfare and safety.
- Undergoing programmes of training and development relevant to the role and as may be required from time to time.
- Representing the best interests of RCSI at all times.

Relationships

- Within RCSI Library the archivist interacts with all members of the library team with significant & specific interaction with the Records & Information Compliance Manager, the Special Collections and Information Resources Librarians, Customer Services & Communications Coordinator and supporting para-professionals.
- Within RCSI the post-holder has specific and close interaction with the departments of Communications, Conferencing & Events, Development & Alumni, and Estates & Support Services and with administrators supporting RCSI senior management & Council plus academic departments and support units as necessary.
- Externally the post-holder interacts with a range of academic & public libraries, professional associations, heritage related organisations and companies.



Person Specification

Essential

- A recognised postgraduate qualification in archival management or archives & records management.
- Minimum three years post-qualification experience.
- Knowledge and experience of cataloguing archives to ISAD(G) and other relevant standards.
- Excellent IT skills; experience of using CALM archival management software.
- Strong organisational, project management and administrative skills with the ability to focus on and produce results and prioritise objectives, and the ability to make decisions and meet deadlines.
- Excellent written and oral communication skills.
- Self-directed team player enthusiastic about archives and heritage.

Desirable

- Evidence of being professionally active within the field and/or evidence of continuing professional development.
- Knowledge and experience of the technical issues involved in implementing digitisation projects.
- Promotion or public engagement experience relevant to cultural heritage.

Note: this Job Description may be subject to change to reflect the evolving requirements of the Department and RCSI in developing healthcare leaders who make a difference worldwide.

RCSI is an equal opportunities employer

Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

