

# Role description

## Harveian Librarian

<b>Location</b>	Hybrid – London and remote
<b>Department</b>	Communications, policy and research CP&R
<b>Reports to</b>	Treasurer and Executive director for CP&R
<b>Tenure</b>	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).
<b>Hours</b>	Flexible, about ½ a day per week including occasional evening and weekend requirements.

### About the RCP

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 aim to lead the profession by supporting and inspiring our members to meet the challenges of modern medicine and to deliver ever-better care for patients.

Our activities focus on educating, improving and influencing for better health and care.

The RCP is continually looking to further improve how we support and engage with our global community of over 40,000 members and fellows. 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.

### Role purpose

The Harveian librarian is an officer role, and you will work with the archive, heritage library and museum service team (AMS) 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 team 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

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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 director of development and collections, the archive manager, and senior curator, but also with other members of the AMS team which is based in the Communications, Policy and Research (CP&R) Directorate. You will also regularly liaise with other college officers including the treasurer and registrar.

## Specifically, you will:

- Advocate for, support and promote the archive, heritage library and museum collections and services to members and the public as appropriate.
- Deliver the AMS strategy and objectives within the wider context of the RCP strategy.
- Ensure the strategic fit of all AMS projects.
- Represent and promote the work of AMS 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 AMS team and the Development team on external fundraising and seek opportunities to generate income from activities.
- Seek feedback from the membership and advise AMS staff on the information needs of members.
- Identify opportunities for the AMS team to support the RCP's 'research for all' initiative.
- Support the development and delivery of the AMS public events programme, attending and hosting events as required.
- Provide and advise on the clinical content to AMS exhibitions and events as required.
- Chair meetings of the AMS Advisory Committee and the AMS Management Committee.
- Commission, approve and edit biographical entries for *Inspiring physicians* (previously called *Lives of the fellows* or *Munk's roll*). This role involves a commitment of c.1 day per month to deliver editorial services.
- 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 AMS 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 AMS 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 AMS team and activities including the successful delivery of the AMS strategy and objectives.
- Metrics supporting the delivery of the *Inspiring physicians* (previously called *Lives of the fellows* or *Munk's Roll*).

- 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 AMS 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 of the RCP in good standing with the RCP, your employer and the GMC.
- Commitment to the vision, mission and values of the RCP and its Code of Conduct.
- 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 (attendee, non-voting)
- Archive, heritage library and Museum Advisory Committee (chair)
- Archive, heritage library and Museum Management Committee (chair)
- Influencing board (member)

## Appraised by:

Treasurer and Executive director CP&R.

## 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.

## Conflicts of interest

When representing the RCP, the role holder must ensure they do not place themselves in a position where their personal interests or views may conflict with the interests or views of the RCP. Should such a situation arise, the role holder should seek the advice of the registrar and/or the RCP's policy and campaigns team before proceeding.

The role holder should make declaration of any interests that might conflict with their RCP work, in line with [the RCP declaration of interests policy](#). The role holder must also at all times conduct themselves in accordance with the [RCP Code of conduct](#).

The role holder should inform any relevant employing authority about their commitment to the role of Harveian Librarian.

## AMS Department

With a specialist staff of 9 AMS team is led by the archive manager and senior curator. Currently part of CP&R, it reports to the director of development and collections.

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 on the history of medicine as well as rare and historical books form the library collection of more than 35,000 items.

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 also includes 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 well 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 RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.*

*The RCP is all about our people – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.*

As a volunteer you are expected to comply with all RCP data protection and security policies and procedures.