Title: Archivist
Department: Library
Tenure: Temporary, maternity cover
Location: St Stephens Green campus, Dublin 2
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 60 countries and four overseas campuses, RCSI has a global reach through our network of alumni in 97 countries. RCSI is ranked among the top 250 (2%) universities worldwide in the recently released 2019 Times Higher Education (THE) World University Rankings, and is the second highest ranked institution in Ireland.

RCSI Heritage Collections

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

We are currently procuring a digital assets management system (DAMS) and redeveloping the library website which includes Heritage Collections web pages. The primary focus of this role will be to:
- Implement the DAMS according to set up guidelines developed by the archivist before going on leave.
- Continue to deliver core Heritage Collections services

- Engage with the library web redevelopment project as needed for Heritage input.

Primary Duties and Responsibilities

- Supporting all aspects of digital archival management, including the accession, transfer, cataloguing and preservation of digital resources, both current and historical to the DAMS.
- Assisting in the development of digital assets work-flow and policy documentation, and training of support staff.
- Overseeing the digitisation process of prioritised collections, or parts of collections, according to agreed criteria, and liaising with relevant third parties regarding this process.
- Cataloguing the collections to ISASD(G) standard, using CALM archives software and providing appropriate descriptive and analytical information to promote their scholarly research use.
- 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 including the Heritage Collections website and blog
- Promoting the collections through public engagement activities as appropriate, e.g., exhibitions, talks, online exhibitions.
- Responding to internal and public enquiries and requests to access the collections.
- Supervising the work library assistants (0.5FTE) assigned to Heritage Collections.
- 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.

Person Specification

Essential:

- Knowledge of the principles of, and experience in, digital records management and cataloguing.
- Experience preparing digital assets, metadata annotation, data and metadata format shifting and manipulation, data ingestion.
- Knowledge and experience of the technical issues involved in implementing digitisation projects.
- 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.
- 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:

- Experience of using CALM archival management software
- Evidence of being professionally active within the field and/or evidence of continuing professional development.
- Promotion or public engagement experience relevant to cultural heritage.

Please 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.

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

RCSI is proud to be an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their gender, civil status, family status, sexual orientation, religion, age, disability or race.

If you have any particular requirements for your interview, please notify the Human Resources Department at your earliest convenience