RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Title: Archivist
Department: Library
Tenure: Temporary full time (Maternity cover)
Location: St Stephens Green campus, Dublin 2
Reporting to: Director RCSI Library Services or Nominee

About RCSI

As a University of Medicine and Health Sciences, the Royal College of Surgeons in Ireland (RCSI) is a degree-awarding health sciences institution specialising in medical and health sciences education, surgical training and research. As a global institution with undergraduate medical programmes in Dublin, Bahrain and Malaysia; Schools of Medicine, Pharmacy and Biomolecular Sciences, Physiotherapy, Postgraduate Studies and Nursing and Midwifery; and Leadership Institutes in Ireland and Dubai, RCSI has a broad international reach and the ability to unlock significant advancement for patient safety and clinical outcomes worldwide.**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 **https://www.rcsi.com/dublin/library/collections/heritage-collections**

Primary Duties and Responsibilities

- Supporting all aspects of digital collection management, including digitising, cataloguing and preservation of digital resources, both current and historical using our Digital Asset Management System (Preservica).
- Maintaining and developing an online presence for the RCSI Heritage Collections and digital collections in a manner that will increase awareness and facilitate research use of the collections including the Heritage Collections website, Digital Heritage Collections website (Preservica) and blog.
- 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.

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- Cataloguing the collections to ISASD(G) standard, using CALM archives software and providing appropriate descriptive and analytical information to promote their scholarly research use.
- 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 of 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.

***Impact of COVID**

Applicants should note that during COVID there is no onsite access to Heritage Collections and while some onsite attendance may be necessary to support specific projects, the person appointed will work mostly from home. A virtual information desk is operational at present and onsite service points are closed until further notice.

Person Specification

Essential:

- Knowledge of the principles of, and experience in, digital records management and cataloguing.
- Experience preparing digital assets, metadata annotation & 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.
- Ability to work efficiently and effectively in a remote setting (Working from home).
- Self-directed team player enthusiastic about archives and heritage.

Desirable:

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

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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.

Employees are required to undertake 6 months service in their current role before applying for other internal opportunities, unless agreed in advance by the SMT representative

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

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