

Job Title: Project Cataloguing Archivist
Department: Library
Tenure: 1-year fixed term
Location: St Stephens Green campus, Dublin
Reporting to: Director RCSI Library Services or Nominee

RCSI is a community of academic, research, clinical and professional staff working collaboratively to lead the world to better health. Here, you will thrive in an innovative and inclusive atmosphere and your personal development and wellbeing will be supported. We invite you to join us to help deliver on our exciting mission “To educate, nurture and discover for the benefit of human health”. We seek candidates whose experience to date has prepared them to contribute to our commitment to the “Race Equality Action Plan 2021-2024” at RCSI. Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds. This makes our university stronger and ensures we hire the best talent.

For each of the last six years, RCSI has been positioned in the Top 300 of universities worldwide in the Times Higher World University Rankings. We are proud to announce that RCSI has ranked first in the world for “Good Health and Well-being” in the [Times Higher Education #SDG Impact Rankings 2024](#). This reflects our commitment to supporting people of all ages to live healthy lives and our work to promote the concepts of well-being and positive health. Our values of **R**espect, **C**ollaboration, **S**cholarship and **I**nnovation continue to unite and direct our purpose.

About RCSI and the Library

Founded as the national training body for surgery in Ireland, RCSI has been at the forefront of healthcare education since its establishment in 1784. Today, we are an innovative, world-leading international health sciences university and research institution offering education and training at Undergraduate, Postgraduate and Professional level. Our mission is to educate, nurture and discover for the benefit of human health.

A key player in this mission is the RCSI Library. The library supports the learning, teaching research and clinical activities of RCSI as well taking stewardship of the RCSI Heritage Collections.

RCSI Heritage Collections collects, preserves and curates material relating to the history of RCSI since 1784 and to the development of medicine and surgery in Ireland more generally. It aims to preserve the institutional memory of RCSI and the record of its contributions to healthcare and society at local, national and



international level, and to support RCSI in achieving its broader strategic objectives.

About the post

The primary purpose of this post is to appraise and catalogue 2 discreet collections within RCSI Heritage Collections to international standards:

1. **Hayes, Conyngham and Robinson Pharmaceutical Chemists-** Founded in 1897, Hayes Conyngham and Robinson started as a family-run business and went on to become one of the largest Irish-owned pharmacy chains in Ireland. The last of its existing shops on Grafton St closed in 1998. This unique collection contains the corporate, administrative and financial records of the company as well as photographs, artefacts and personal papers of those who worked there.
2. **RCSI Faculty of Nursing & Midwifery-** Founded in 1974 the Faculty is one of the longest-serving providers of nurse education in Ireland. It provides registered nurses and midwives with education and training at the highest standard to support the maintenance of their professional development and competence. The collection contains administrative, educational and financial papers of the Faculty along with a small collection of papers and artefacts belonging to its founding member, Dean Mary Frances Crowley.

For the duration of the project you will work alongside the Heritage Collections team.

Primary Duties and Responsibilities

- Appraisal and cataloguing of collections to appropriate level in compliance with ISAD(G)
- Creation of relevant authority records for significant individuals, places and corporate bodies found in the material being catalogued, following national and international standards (NCA)
- Identifying collection requirements and priorities e.g. conservation and preservation issues
- Ensure items are safely stored and packaged in appropriate storage materials for their long-term preservation.
- Undertake research as necessary in primary and secondary sources to support descriptive cataloguing and authority record creation.



- Work with the Heritage Collections team to resolve issues regarding cataloguing and classification of materials.
- Identify areas of the collections where copyright, data protections and sensitivities arise. Ensure a standard approach is adopted across the collection with decisions documented.
- Develop a plan for potential outreach activities for each of the collections and present to Director of Library services

Qualifications and Competencies Required

Essential

- A recognised postgraduate qualification in archival management or archives & records management.
- Minimum 2 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.
- Demonstrable knowledge of preservation and conservation techniques
- 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.
- Promotion or public engagement experience relevant to cultural heritage.

We are all too aware that imposter syndrome and the confidence gap can sometimes stop fantastic candidates putting themselves forward, so please do apply — we would love to hear from you.

The Process: Interview and presentation

Shortlisted candidates will be invited for a formal interview and presentation.



Particulars of Post

This post is a full-time temporary position. The appointee will report to the Head of Department or nominee.

Employee Benefits

RCSI make sure you have the resources you need to thrive by offering a wide range of benefits in areas including time away, finance, community, health, and well-being and insuring your financial future. Below are some additional benefits available to you as an RCSI employee:

- Minimum of 20 days annual leave, plus an additional 6.5 Privilege days
- Flexible/hybrid working options for colleagues across many roles
- Additional leave options incl. paid maternity leave, paternity/parental leave, study leave
- 7% Employer pension contribution
- Onsite gym €10 per/mth incl. classes and PT sessions
- Childcare support 20% discount at Giraffe
- Free eye test and annual flu vaccination
- TaxSaver commuter tickets and Bike to Work schemes
- A site sustainability team focusing on the environmental initiatives; [*Green Campus Initiative*](#)
- Competitively priced café and restaurant
- Equality, Diversity & Inclusion forums, and network groups
- Employee assistance programme with Spectrum Life
- Learning and Development training programmes incl. LinkedIn Learning for career progression
- Discounted services incl. GP visits, 10% off dental, staff parking, mobile tariffs, Group Scheme discount on numerous brands
- Sports and social club incl. yoga, Pilates, fitness classes, Zumba, running club, social evenings, Summer BBQ
- Ticket Draws for events including; Rugby, Taste of Dublin, Dublin Horse Show, theatre, music & comedy events

Informal Enquiries:



Informal enquiries are invited in the first instance through Fiona Houlihan (fionahoulihan@rcsi.ie). All applications for this post must be made through the career's webpage www.rcsi/careers. Fiona can arrange for relevant queries on the academic aspects of the role to be addressed by the hiring manager.

Note: This job description may be subject to change to reflect the evolving requirements of the Department and RCSI. 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. RCSI is committed to embedding equality, diversity and inclusion (EDI) across everything we do. This ensures we can all work and learn in an environment defined by dignity and respect. Eligibility to work in Ireland is a requirement of this role. Proof of eligibility documentation will be required at a later date. Under limited and specific circumstances (research/ specialist roles) RCSI may be in a position to seek a hosting agreement and/or work permits. 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

