



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title:	Graduate Trainee - Collection Development
Department:	Library and Museum, Nursing Department
Reports to:	Collection Development Manager
Key relationships:	Library and Museum Team members
Hours:	35 hours per week, including late night and Saturday working on a rota basis (Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
Grade:	Graduate Trainee - £22,836 per annum
London weighting:	£5,094 per annum
Location:	RCN UK HQ

JOB PURPOSE

Based in the Library's Collection Development team this Graduate Trainee position offers experience in a dynamic and proactive environment. The position supports the work of the Library and Museum through project work, frontline service delivery and administration tasks. It aims to provide experience that will assist in meeting entrance requirements for a postgraduate library management course.

KEY RESPONSIBILITIES

1. Specific role responsibilities

- 1.1 To order, receive, and keep records for new book and journals.
- 1.2 To process claims for missing and damaged materials.

- 1.3 To carry out collection maintenance tasks such as withdrawals and item checking.
- 1.4 To assist with the cataloguing of electronic and print resources, both historical and current.
- 1.5 To assist with the identification and preparation of journals for binding and deal with any related administrative tasks.
- 1.6 To assist in the processing and repairing of books and other Library materials.
- 1.7 To assist with the environmental monitoring of collections in the library store and exhibition cases.
- 1.8 To assist with digitising collections, including quality checking work and ensuring in-house digitising standards are met.
- 1.9 To provide excellent and proactive customer services in line with RCN customer service guidelines.
- 1.10 To assist with events and activities taking place in the Library and Heritage Centre.
- 1.11 To complete the LAM Graduate Trainee programme and participate in cross-team project work.
- 1.12 To assist with the Library's online presence including writing the graduate trainee blog, helping with the website and contributing to our social media offer.
- 1.13 To assist with the upkeep of the Library and Heritage Centre, including checking equipment, reporting faults, shelving and maintaining good stock order.
- 1.14 To support high quality service delivery within agreed service deadlines.
- 1.15 To carry out customer service transactions such as supporting self-issue, renewal, discharge, reserving items and handling payments.
- 1.16 To assist customers with first line help in the space, including basic IT issues.
- 1.17 To participate in answering enquiries: in person, by telephone, email and web chat, referring queries as appropriate.
- 1.18 To participate in evening and Saturday rotas as appropriate.
- 1.19 To develop a good understanding of the Library and Museum online

1.20 To assist with general admin and provide administrative support as required.

2. Additional responsibilities

2.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.

2.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, Diversity and Inclusion statement.

2.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.

2.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.

2.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Diane McCourt, Collection Development Manager
April 2024