



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Information Specialist

Department: Library and Museum, Nursing Department

Reports to: Information Skills Manager

Key relationships:

Information Skills Team
Head of Library and Museum
Library and Museum team
RCN institute of excellence
Education, Learning, and Development

Hours: 28 hours per week including rostered late night and weekend working
(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: G

London weighting: As applicable

Location: RCN UK HQ, London

JOB PURPOSE

To support the delivery of the Library and Museum's information provision with a focus on the literature search service and delivering library teaching and learning

KEY RESPONSIBILITIES

1. Projects

- To monitor and feedback on developments in the health information sector and libraries to ensure we continually review and improve our service

- To keep up to date with changes in the teaching and learning sector, including associated technologies, to ensure the RCN Library and Museum delivers innovative and engaging information literacy support
- Promote RCN Library and Museum including attendance at member recruitment events
- To assist with provision of social media within the RCN Library and Museum
- Promote the RCN as the organisation that represents nurses and nursing, promotes excellence in practice and shapes health policies

2. Specific role responsibilities

- Undertake literature searches, evidence search summaries for RCN members and staff, including expert advice on literature searching techniques
- Deliver teaching sessions to members in a variety of formats including online and in-person, one to one and group teaching including supporting RCN Education, Learning and Development programmes.
- Contribute to the development and provision of a current awareness service
- Develop and facilitate teaching to support members and staff on information and digital literacy topics, including literature searching and reference management
- Develop teaching and learning resources across different formats to enhance the information and digital literacy skills of members
- Assist with the delivery of excellent customer service in line with the RCN Library and Museum customer standards
- Contribute to RCN Library and Museum cross-team working groups and projects as appropriate, including project management as required
- Answer enquiries from members, staff, and public about information and digital literacy
- Contribute to the development and operational delivery of subject guides and reading lists, including providing literature searches to support their creation and updates
- Contribute to statistics and feedback analysis relating to the information team service

- Liaise with RCN staff, committees, and forums to maintain working relationships between the Library and Museum and all aspects of the RCN group

3. Additional responsibilities

- Champion equity, 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.
- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 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
- Support member ballot and industrial action activities when required.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- Undertake any other duties as requested in line with the job role.

Job description updated by:
Amy Tank, Information Skills Manager
April 2025