THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Head of Library and Museum

Department: Library and Museum, Institute of Nursing Excellence

Reports to: Director of RCN Institute of Nursing Excellence

Key relationships:
Library and Museum (LAM)
Archive and Records Management Team
Institute of Nursing Excellence
Education Team
Research Team
HEI libraries
Medical Library Network

Hours: 35 hours per week
(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: E

London weighting: As applicable

Location: RCN UK HQ, London

JOB PURPOSE

The role of the Head of Library and Museum is to support the RCN in the delivery of all aspects of its Library and Museum including planning, delivery, and assessment.

KEY RESPONSIBILITIES

1. **Management responsibilities**

- Provide strategic leadership and direction for Library and Museum (LAM) following strategic direction from the RCN executive team and ensure LAM policies, procedures and services are aligned to the wider RCN.

- Lead, motivate, manage, and develop the LAM staff through change, innovation, and service development including direct line management of the management team.

- Develop strategies for the coordination and future development of library and museum services in line with sector best practice, changing member needs, and advances in technology.

- Manage and develop the College's Library and Museum collections in support of members learning and research needs including regular horizon scans to ensure LAM is delivering at the forefront of the nursing community.

- Represent the RCN by working with key organisations particularly within the fields of health, library and museum services.

- Use qualitative and quantitative data to produce management information to monitor and evaluate library services and ensure continual improvement of LAM services.

- Keep abreast of developments in higher education, scholarly communication, digital libraries, academic skills support, Spectrum standards and user needs, implementing best practice and responding to changing circumstances, ensuring continued service innovation.

- Represent LAM at appropriate internal management meetings and external meetings.

- Work closely with key stakeholders to ensure the currency, relevance, viability and high reputation of the library service.

2. **Projects**

- Lead the Library contribution to the education, learning and development strategy and oversee all teaching and learning for the library and museum.

- Lead the development and implementation of a specialist marketing strategy to encourage usage and drive service including active involvement in RCN student recruitment campaigns to increase membership numbers.

- Lead the LAM outreach programme to ensure parity of offer across the English regions.

- Work collaboratively with the country libraries, supporting induction, regularly meeting and agreeing standards and service levels.

- Lead the LAM contribution to implementing the RCN Research strategy and Institute for Nursing Excellence.

- Oversee our external accreditation, maintaining our Museum Accreditation and Customer Service Excellence standards.

- Lead the LAM contribution to the College's international work, providing library support where appropriate.

- Lead the LAM contribution to Congress providing reading lists for each motion, and supporting staff by providing literature searches on Congress motions.

3. **Financial responsibilities**

- Manage the staff and non-staff budgets of LAM, including the information materials, library customer services, museum and events, and learning technology development budgets, ensuring services operate effectively within budget.

- Review services in line with RCN priorities, ensuring best value for money.

- Explore opportunities for partnership and consortia working to make best use of our budget.

- To seek opportunities and bid for external funding to promote the development of libraries, exhibitions, manuscripts, and collections, and learning technology for the RCN.

- Sponsor and direct externally funded projects and activities, and exploit opportunities for RCN promotion and reputation gain.

4. **Specific role responsibilities**

- Be responsible for health and safety matters and for the pro-active promotion and implementation of all relevant equality and diversity statutory requirements and data protection issues within the Library and Museum.

- Ensure compliance with current legislation for copyright, licenses, information, and data.

- Provide professional leadership on library and information management and associated matters, through active engagement with policy and practitioner networks in the UK and internationally, acting as an ambassador for the RCN.

- Lead the LAM matrix working groups focussing on sustainability, equity diversity and inclusion, CPD, and ethical supply chains.

- Lead the LAM teaching and events programmes ensuring they reflect the diversity of our membership, and are constantly innovating and developing to best suit nursing and nursing student needs.

5. 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:

  o encourage member recruitment and promote the benefits of joining the RCN
  o 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:
Jane Ball, Director of RCN Institute of Nursing Excellence
May 2025