

PERSON SPECIFICATION

Job title: Head of Library and Museum

Department: Library and Museum, Institute of Nursing Excellence







The person specification sets out the essential and desirable knowledge, experience, and skills required for this role. The competency-based selection process will look for evidence that you meet the criteria and core behaviours described below.

Stage assessed at: A/F=Application Form, A= Assessment, I =Interview

AREA	CRITERIA	A/F	A	I
1. Knowledge, training and qualifications	Essential			
	• Higher degree and/or postgraduate qualification in librarianship/museum	✓		
	Desirable			
	• Management and/or leadership qualification	✓		✓
	• Formal training in project management	✓	✓	
2. Experience	Essential			
	• A substantial, proven track record of leading successfully library services in complex organisations including through change and service development	✓		✓
	• Thinks analytically and strategically, and responds creatively to challenges	✓		✓
	• Experience of leading project management across a team including introducing techniques/structures and reporting	✓		✓
	• Experience of cost-effective management of resources, including budgets, business plans and major change processes	✓		✓
	• Experience building effective and collaborative working relationships with colleagues and with internal and external stakeholders	✓		✓
	• Strong understanding of current issues facing libraries including digital transformation and legal	✓		✓
	• Experience of leading and motivating staff including recruitment, development and succession planning	✓		✓
	Desirable			
	• Experience of participation in regional/national/international initiatives	✓		

AREA	CRITERIA	A/F	A	I
	• Experience of leading a museum service	✓		
	• Experience of working with rare collections or national collections	✓		
3. Skills	Essential			
	• Able to demonstrate excellent verbal and written communication skills and has the ability to communicate clearly with staff including executive staff, members, and the public	✓	✓	✓
	• Work effectively in a team environment with colleagues from different professional backgrounds, and to embody values of respectfulness and empathy	✓	✓	✓
	• A commitment to service quality and focussed on customer	✓		✓
	• Able to prioritise and to schedule workloads in the face of conflicting demands and to be flexible in response to changing demands	✓		✓
	• Ability to interrogate data and feedback, presenting strategic suggestions/recommendations to wider team	✓		✓
	• Knowledge of IT in libraries and archives including choosing, implementing and developing new systems such as catalogues, LMS, and online resources	✓		✓
	• Able to review and evaluate services as part of continual improvement including feedback cycles and user experience	✓		✓
	Desirable			
	• Experience of developing and promoting public or member engagement events within a library or museum setting	✓		
4. Other requirements	Essential			
	• Ability to travel with overnight stays	✓		✓
	• Ability to work regular Saturdays on a rota and occasional late nights	✓		✓
	• Willing to work flexibly to meet the reasonable demands of the job	✓		✓
	• Demonstrates commitment to own and teams continuing professional development in line with wider sector best practice	✓		✓
	• Strong personal commitment to promoting equity, diversity and inclusivity	✓		✓

The RCN Core Behavioural Competency Framework informs the key behaviours our employees need to demonstrate in their roles.

Inspire others to greater heights  <p>Be passionate about developing yourself and others and push yourself beyond your comfort zone</p>	Value those around you  <p>Prize diversity and deal fairly and consistently with people while recognising individual differences</p>	Show passion for our services  <p>Have members' and customers' interests at the heart of everything you do and go out of your way to manage & exceed their expectations</p>	Build outstanding relationships  <p>Lead and contribute to your teams success and collaborate with people around you & those beyond your immediate team</p>	Get to the heart of the business  <p>Have the business interests of the RCN at the forefront of all you do and seek out opportunities to develop your business know-how</p>	Stay one step ahead  <p>Be inquisitive, think differently and embrace opportunities for change, helping others to adapt and encouraging new ideas</p>
Use the strengths of those around you to maximum effect	Challenge unacceptable behavior where it exists	Demonstrate pride in the RCN and passion for its services	Understand how your team impacts on others	Learn all aspects of the business with enthusiasm	Improve how things are done
Take personal ownership of all that you do	Treat everyone with respect regardless of their position	Ensure all you do has a benefit to members and customers	Focus on your team's primary goals	See yourself as a shareholder in the RCN	Adapt enthusiastically to change and different ways of working
Persist in the face of difficulties and overcome obstacles	Recognise the benefit of different viewpoints	Empower members and customers to help them become more involved	Share knowledge within your team and across other teams	Generate viable opportunities to help the RCN grow and develop	Tackle unfamiliar situations with confidence
Articulate your views and be open to others' opinions	Communicate openly and actively listen to those around you	Stay calm and focused when dealing with challenging situations	Support and help those around you	Work within tight timescales when needed	Help others to respond positively to change
Coach others and share your expertise	Treat everyone fairly and consistently	Go the extra mile	Demonstrate pride in your team and its work	Prioritise work to respond to urgent needs	Be prepared to do things differently & learn from mistakes
Trust those around you to do their jobs	Encourage mature discussion of differences	Build strong partnerships with outside agencies	Plan projects to involve key people from the start	Show efficiency and value in your use of resources	Adapt your thinking according to the needs of the situation
Seek feedback and learn from what you hear	Be approachable and give time to others	See a task through to the end	Identify opportunities for cross-team working	Translate plans into realistic targets and objectives	Show positive energy even in times of pressure
Lead by example and act as a role model	Respect individual and cultural differences	See things from the members' and customers' perspectives	Understand your strengths and play to them when you can	Understand the impact of your actions on the business	Keep an open mind and think creatively about problems at work
Empower and develop yourself and those around you	Recognise the impact of your behaviour on those around you	Build rapport with members and customers	Seek expertise from outside the team where necessary	Focus on the purpose of your role	Encourage constructive discussion about change
Speak up if you can see a better way to do things	Seek out stakeholders' views where possible	Keep members and customers informed	Ensure all team members have a meaningful part to play	Concentrate on delivering best value	Show your initiative in all that you do