



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Senior Information Specialist

Salary: £32,170 - £35,000

Contract Type – Permanent, Full-time (35 hours)

Location: We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is the professional body for surgery. Our mission is to build the future of the surgical profession and improve the delivery of surgical care. We do this through education, training, examination, supporting surgical research and providing support and advice for surgeons at all stages of their careers.

About the role

This is an exciting opportunity to play a leading role in the delivery and development of the Library's flagship membership services. This role sits within Library and Archive's Evidence Support team. The team provides email Updates tailored by specialty to help keep our members up-to-date with the latest guidance, policy and clinical research. The team also runs the Literature Search Service that supports evidence-based practice through the provision of literature searches, as well as offering search assistance and guidance.

This is an opportunity to gain excellent experience managing a team, liaising with the surgical membership and with RCS England staff to provide high-quality support and services, and contributing to the development of the service with the support of the Evidence Support Manager.

Responsibilities

- Line management of two FTE Information Specialists
- Day-to-day management of business as usual activities within the team, with the support of the Evidence Support Manager
- Development and delivery of high-quality surgical Specialty *Updates*
- Liaison with panels of clinical Specialist Advisors to ensure relevant content
- Provision of high-quality literature search and systematic review support to RCS England members, staff and external clients
- Managing user enquiries effectively
- Work collaboratively with colleagues to promote and raise awareness of the library, and to ensure user needs are being met
- Represent the College in a professional manner

About you

- Professionally qualified librarian, or equivalent experience
- Experience in a library, or equivalent information setting with ability to conduct searches across bibliographic databases to support complex projects such as systematic review or guideline development
- Understanding of research methodologies and critical appraisal techniques
- Leadership skills
- Quick to learn, forward-thinking, positive in the face of change, and interested in development
- Collaborative and able to work well as part of a team, while taking responsibility for own workload and deadlines
- Excellent attention to detail

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Friday 29 March 2024

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.