

Job description

Job title:	Collections Officer
Grade:	2b
Department:	Museums
Responsible for:	<i>Museum volunteers as required</i>
Accountable to:	<i>Senior Curator</i>

Job summary

The Collections Officer works across multiple sites to support the functions of the Museums Department, part of the Learning and Quality Directorate. The Museum collections include historically significant ACE Designated collections and modern Human Tissue Authority (HTA) licenced material.

23,000 specimens and objects from the museum collections are currently housed offsite and need to be moved to a different store by November 2026. The Collections Officer will be responsible for various aspects of collections management and collections care which are essential to prepare and move the museum collections. This includes location and movement control, packing and movement of collections, and cataloguing using Adlib/Axiell Collections Management System. While working as part of a small team the post holder will often have to work autonomously in collection management.

Specific duties and responsibilities

1. Collections Management

- To undertake location and movement control, including tracking and the updating of locations using Adlib/Axiell Collections Management System
- To carry out audits of the museum collections stores, both offsite and at the RCS Headquarters
- To improve catalogue records, including adding images and descriptions, particularly for items moving to offsite locations
- To help assess and complete the inventory backlog of objects with only Temporary and Entry Number records

2. Collections move

- Contribute to the logistical planning of moving collections and support the team with work in preparation for this
- Produce, monitor and complete tracking lists and update locations on spreadsheets and the CMS
- Move and where necessary unpack collections in the stores (note this will involve physical work)



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3. Collection care

Work with the collections and conservation team:

- To ensure all specimens and objects are appropriately marked and labelled
- To help improve packing of collections
- To identify specimens requiring conservation
- To undertake condition checks of collections pre and post moves

4. Use of collections

- Assist the curatorial team with answering enquires and facilitating the use of collections in research, loans and events when required

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

21 May 2025



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant undergraduate degree 	<ul style="list-style-type: none"> Post-graduate qualification in museum studies or a relevant field, e.g. biological, biomedical, bioarchaeological, or AMA Training in working with preserved organic material
Experience and skills	<ul style="list-style-type: none"> Experience in museum collections work Experience of object handling Experience of using a Collection Management System (CMS) Experience of tracking and updating museum locations during moves Manual handling skills Sound administrative aptitude and experience of using Microsoft Office software An understanding of safe practice in the workplace 	<ul style="list-style-type: none"> Experience of working with natural history/medical collections Experience of working on a collections move project Experience in packing of Museum collections
Technical competencies	<ul style="list-style-type: none"> A good understanding of museum collections management 	<ul style="list-style-type: none"> Demonstrational knowledge of Human Tissue Authority requirements



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People and interpersonal skills	<ul style="list-style-type: none">• Proven communication skills• Ability to work independently and as part of a multi-disciplinary team• Ability to prioritise workloads to meet deadlines• Ability to work with sensitive material• Manual handling	<ul style="list-style-type: none">•
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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.



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| | <ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience |
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