



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Evidence Support Manager

Salary: £41,655 per annum

Contract Type: Fixed term (12 months) (parenthood leave cover), 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 one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Evidence Support Manager is a key part of the leadership team within the Library and Archives department, responsible for the delivery of specialist information services that support evidence based practice, research, and guideline development. Co-ordinating specialised literature searching, current awareness, information literacy and income-generating services, the Evidence Support Manager is responsible for the leadership of a high performing team ensuring that the Library delivers timely, engaging support for clinical and professional practice.

This role is not limited to operational service delivery. Working with the Director of Library and Archives, the Evidence Support Manager is responsible for the development, implementation, and evaluation of the team's service delivery model, business plans, and policies, ensuring services are effective, sustainable, and responsive to changing needs.

This is a leadership role, suited to someone who combines information specialist expertise with practical delivery and management.

Duties and responsibilities

- Act as a core member of the Library and Archives management team, contributing to departmental planning, decision making and service development.
- Lead the strategic planning, development and evaluation of all Evidence Support Team services, ensuring they remain relevant, high quality and aligned with organisational priorities.
- Oversee the delivery and ongoing development of the literature searching and Specialty Updates services.
- Lead the strategic planning and development of new commercial partnerships and income generating services, proactively identifying and assessing new business opportunities.
- Ensure effective operational management of the Evidence Support Team including direct line management of 1 FTE and indirect line management of 2 FTEs.

About you

- Professionally qualified librarian, or demonstrable equivalent experience in libraries, information or knowledge-based service.
- Proven experience leading and managing a library, information, or knowledge-based team or service.
- Demonstrable experience delivering advanced literature searching to support complex or in-depth enquiries.
- Experience managing projects or services involving multiple stakeholders and competing priorities.
- Experience writing or contributing to professional documentation such as business plans, strategies, policies, or reports.

- Excellent written and verbal communication skills, with the ability to present and communicate complex information clearly.
- Highly effective collaborator, able to build strong working relationships with a wide range of internal and external stakeholders.
- Strong organisational, problem-solving and decision-making skills, with the ability to work strategically and adapt to change.

What we can offer you

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

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@rcseng.ac.uk

Closing date: 10 May 2026

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.