

Job description

Job title:	Archives Manager
Grade:	4a
Department:	Library and Archives
Responsible for:	Assistant Archivist
Accountable to:	Director of Library and Archives

Job summary

The Archives service is both the corporate archive of the College, and a Place of Deposit for public records. The Archives Team is responsible for the professional management and development of the institutional and deposited collections, and for providing a variety of support services that facilitate access and engagement by RCS England Members and Fellows, College staff, external academic researchers and the general public. The Archives Manager will lead on the full range of activities to ensure the preservation, management, digitisation and development of, and engagement with, the archive collections.

The Archives Manager is a key member of the department's management team and has responsibilities for the development and implementation of the Archives Collections Management Policy, which is approved by the RCS Board of Trustees.

The post-holder will join the Archives team which comprises the Assistant Archivist and Archives Assistant and will work closely with colleagues in the Library and Museum teams. They will be responsible for the overall management of the archive service including working alongside the Assistant Archivist to develop and manage a new volunteer programme. They will also provide professional support for the College's digital transformation programme, including selecting material for digitisation, submitting external funding bids for digitisation and engagement projects, and establishing processes for managing digital archives. The Archives Manager has line management responsibility for the Assistant Archivist.

Specific duties and responsibilities

1. Management – operational and strategic

As a member of the department's management team:

- Contribute to developing and implementing the annual Business Plan and associated budgets.
- Provide strategic planning input for areas relating to the post's responsibilities.
- Provide performance indicators and reports for operational and governance purposes.
- Responsible for the Archives Collections Management policy and plans.
- Share departmental operational responsibility during times of staff absence.
- Manage and co-ordinate the invigilation, and assistance, of Members and researchers using the archives and historical library material.



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- Maintain a strong ethos of team working to ensure collaborative working within the Library and Archives team, the Learning & Quality Directorate, the Museum team and other RCS directorates.
- Manage direct line staff effectively in accordance with current HR policy, including any project staff and volunteers.
- Manage and support recruitment, performance management and staff development.
- Attend relevant College committees and working groups and deputise for the Director of Library and Archives and other members of the management team as appropriate and as required to ensure the department is represented effectively.
- Promote the department, its work and Designated collections to internal and external audiences.
- Contribute to regional and national professional activities in order to collaborate and share expertise.
- Work closely with the Systems Librarian to ensure the efficient and effective deployment of the archives management system (Axiell Collections) and all other systems used to manage and develop the archive collections efficiently.
- Work with the Assistant Archivist to develop and manage a new volunteer programme.

2. Collections Management – policy and operational

Reviewing, developing and implementing the Archives Collection Management Policy that complies with *BSI PAS197: 2009 Code of Practice for Cultural Collections Management*, and the associated archive collections policies below, as well as any new policies that become necessary to implement, in collaboration with the departmental management team:

- Collection Development Policy
- Collections Care and Conservation Policy
- Collections Information Policy
- Disaster Response and Recovery Plan.
- Identifying items in need of conservation and liaising with external conservators to ensure items are conserved in a timely and professional manner.
- Monitoring all archives collection conservation expenditure, ensuring that budgets are spent in accordance with the Business Plan and that those budgets are adhered to.
- Responsible for managing the operational elements of off-site storage contracts and for fostering good relationships with strategic storage and collections partnerships.
- Managing projects funded by external funders in accordance with the relevant project plans, including project boards or similar groups established for accountability purposes.
- Providing reports required for College committees as well as external funders and for the generation of routine reports and statistics as required for supporting all Collection Management functions.
- To lead on the College's application for Archives Accreditation.

3. Collection Development

Responsible for implementing the Archives Collection Development Policy by:

- Assessing potential archival donations considering current and long-term conservation and storage needs.
- Managing the acquisition and suitable disposals of archive material, communicating with donors, and evaluating potential donations for suitability and ensuring that accessions are recorded in accordance with college procedures to ensure the documentation of provenance and transfer of ownership.
- Managing and documenting transfers of corporate records, scheduled for permanent retention, to the archives.



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- Analysing research usage data to inform decision-making.
- Organising routine collection movements and managing larger scale, project-related movements of archives collections; ensuring that all catalogue location changes are documented.

4. Collections Care and Conservation

Responsible for implementing the Collections Care and Conservation Policy by:

- Working to ensure that all the archive collections are stored and preserved to recommended professional standards appropriate to their format; monitoring on-site storage and display environments.
- Ensuring that there are appropriate policies and procedures in place to provide for the security of all archives collections.
- Carrying out and documenting risk assessments in relation to archives collections management.
- Timely renewal and review of the department's salvage insurance for the archives.
- In collaboration with the Library Collections Manager and Conservation Manager (Museums), ensuring that the 'salvage kit' is maintained and that all library and archives staff have basic disaster response training and know where disaster response equipment is stored.
- Managing the conservation budget and any conservation work that is commissioned for the archives.
- Acting as a point of contact for conservation specialists and managing storage of materials (with the Library Collections Manager).
- Working with Development on fundraising activities such as 'Conserve Our Collections' and in seeking sponsorship for conservation activities.
- Managing loans to exhibitions in accordance with the Loan Agreement and to professional standards.
- Managing digitisation projects and working to identify and implement digitisation initiatives that will help to protect items and widen access to the collections.

5. Collections Information

Responsible for implementing the Collections Information Policy by:

- Establishing and implementing policies and procedures to ensure the archives catalogue is developed and maintained in accordance with current professional standards, in collaboration with the Systems Librarian.
- Monitoring and advising the Director of Library and Archives on the emergence of relevant new and revised standards, including planning the implementation of emerging standards as relevant.
- Managing and carrying out the professional processing (e.g. appraisal, sorting, arrangement, listing, cataloguing and indexing) of the archive collections.
- Working with the Systems Librarian to ensure that retention schedules and closure periods for the corporate archives are adhered to, that records destined for permanent retention are transferred to the archives, and that the corporate archives are catalogued and managed to professional standards.
- Maintaining and developing other research aids produced by archives staff.
- Ensuring that procedures are documented and implemented for cataloguing and processing of all archives in all formats, monitoring the effectiveness and timeliness of these procedures.



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6. Engagement and Outreach

- Manage, and participate in, service provision for archives, including answering internal and external enquiries and supporting visiting researchers.
- Promotion and dissemination of information about the collections and any related projects in collaboration with library and museum staff in order to promote cross domain access and learning (e.g. via articles, displays, exhibitions, tours, talks and events).
- Manage and maintain the content on the Archives webpages.
- Liaising with other staff on relevant archive content for college web pages and other external publications, and through other channels such as social media.
- Working with the Director of Library and Archives and the Library Collections Manager to develop an outreach and engagement programme for the library and archive collections
- Working with library and museums staff in support of existing learning programmes and collections-based events and in the development and installation of exhibitions and displays, including income-generating activities.

7. Staff management

- Responsible for setting performance objectives and carrying out performance appraisals for direct reports.
- Manage, train and direct staff in relation to their duties and responsibilities in the areas managed by the post holder.
- Identify training and development needs to support staff and services and recommend relevant training courses and other appropriate methods.
- Responsible for managing the recruitment and induction of new direct reports and supporting the training and induction of new departmental staff as agreed with the management team.

8. Digital Transformation

- To lead on the selection and preparation of archive material for digitisation projects, including large-scale external funding bids.
- To develop strategies to manage born-digital and digital surrogate records to ensure historically important and business critical records are preserved as archives in the overall corporate memory.

9. Line-Management

- To line-manage the Assistant Archivist
- Working with the Assistant Archivist, ensure the management of volunteers, interns and project staff as required

General

- To lead the Archives team as necessary and as directed by the Director of Library and Archives.
- To deputise for the Director of Library and Archives in times of absence and attend any necessary meetings as appropriate.
- The postholder is responsible for their own continuing personal and professional development and for keeping their skills and knowledge up to date. They will be expected to work towards Registered Membership of the Archives & Records Association.



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- Any other duties appropriate to the grade may be assigned by the postholder's line manager from time to time, including requests for voluntary assistance for compliance related activities e.g. Fire Warden duties, Health and Safety, Data Protection compliance etc.
- The post holder may occasionally be required to work out of normal hours to support departmental or college related events and activities (e.g. evening events), for which time off in lieu will be given.
- The postholder is responsible for compliance with legal and regulatory requirements in respect of equality and diversity, Data Protection, copyright and licensing, security, financial and other RCS Eng policies, procedures and codes as appropriate.

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.

April 2025



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A first degree with a postgraduate qualification in Archives and Records Management 	<ul style="list-style-type: none"> Active engagement with the Archives or Records Association, Business Archives Council or other relevant professional body
Experience and skills	<ul style="list-style-type: none"> Significant experience working with and interpreting archival documents. Significant experience of managing archive collections including appraisal, storage and conservation. Experience of selecting and preparing archives for large-scale digitisation projects. Knowledge of Archives Accreditation standards and application process. Experience working in a corporate archive, membership organisation or other archive with both internal and external audiences. Significant experience of cataloguing archives to recognised standards using cataloguing databases. Ability to complete tasks with a high level of accuracy and attention to detail. Experience of delivering successful public engagement activities to promote archives and engagement. Experience of line managing staff and volunteers. Ability to manage a varied workload effectively, able to demonstrate ability to prioritise and work to tight deadlines. Self-motivated: ability to think independently and take decisions appropriately. 	<ul style="list-style-type: none"> Understanding of the library profession and how it complements primary sources, and the ability to work collaboratively with colleagues in library, archive and museum teams.



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	<ul style="list-style-type: none">• Experience of preparing and submitting applications for external funding.• Ability to think innovatively and creatively and a willingness to offer new ideas and approaches.• Ability to undertake manual handling tasks, to include lifting boxes and retrieving / re-shelving boxes and other items from /to high shelves.	
Technical competencies	<ul style="list-style-type: none">• High level of computer literacy with experience using archive collection management systems, preferably Axiell Collections.• Experience using digital preservation processes and systems (DAM).• Experience using SharePoint.• Experience of using discovery platforms to make archival material accessible.• Knowledge of ISAD(G), NCA Rules, ISAAR (CPF) and other international standards in the production of archival descriptions.• Knowledge of Data Protection and copyright legislation and their application to archives.	<ul style="list-style-type: none">• Understanding of library management systems, image databases and museum collections online
People and interpersonal skills	<ul style="list-style-type: none">• Excellent communication and interpersonal skills and a proven ability to work collaboratively as part of a small team and to liaise with a wide range of colleagues and professional contacts, both within and outside the organisation.• Judgement and discretion to deal appropriately with confidential and sensitive information.• A flexible approach to duties in a professional and organisational environment; able to deal positively with change.• Ability to promote team values actively, including accepting and promoting agreed standards, encouraging and supporting other team members and supporting management in achieving agreed goals.	



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.
	<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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