



Royal College
of Surgeons

ADVANCING SURGICAL CARE

Job Title	Collections Officer
Salary	£24,000
Contract Type	Fixed Term Contract until October 2022
Location	London

About us

RCS 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

The Royal College of Surgeons (RCS) wishes to appoint a Collections Officer.

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.

This is an exciting opportunity to work with the RCS museum collections. The Collections Officer will play a key role in the preparation and decant of the museum collections as part of redevelopment of the RCS buildings. They will undertake various aspects of collection management and care. This includes packing and moving collections, object cataloguing and location and movement control.

Please contact Dawn Kemp via dawn.kemp@rcseng.ac.uk for further information.

What we can offer you

- 25 days paid holiday (excl bank holidays) and up to 4 college closure days over Christmas
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- In-house gym
- Wellbeing programme & Employee Assistance Scheme

To apply for this position please send a targeted cover letter and tailored CV to RCSHR@rcseng.ac.uk

If you have any questions about this position please don't hesitate to contact our friendly HR team on 020 7869 6004 or RCSHR@rcseng.ac.uk who will be more than happy to help or put you in touch with the Recruiting Manager.

Closing date: 16 August 2020

Interview date: 26 August 2020 (tbc)

We are fully committed to equality and diversity and will assess your application based on your experience, skills and suitability to the position only.

We confirm we have complied with the government's guidance on managing the risk of COVID-19