

Role Specification: Dun's Librarian

Position Title:	Dun's Librarian
Affiliation:	College
Department/Function:	Heritage Centre
Tenure of office:	3 years (renewable once)
Remuneration / Benefits:	The role is not remunerated. This role is eligible to claim expenses incurred in line with RCPI Travel and Expenses Policy.
Location:	6 Kildare Street
Closing date:	5pm - 13/12/2019
Reference number:	RCPI-RNN-30

The Royal College of Physicians of Ireland

The mission of The Royal College of Physicians of Ireland (RCPI) is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally.

RCPI's Heritage Centre is responsible for the care and development of the College's historic collections, including Dun's Library, the archive, heritage items and the medical instrument and materia medica collections. Since July 2018 the Heritage Centre has had full Museum Accreditation under the Heritage Council's Museum Standards Programme for Ireland.

Role Overview

The Dun's Librarian is responsible for overseeing all matters relating to the RCPI Heritage Centre. They will have care of the historic collections, subject to the control of the Library and Heritage Committee.

The Dun's Librarian shall be appointed for a three year term, following six months as Dun's Librarian elect and all reasonable travel expenses will be reimbursed. The post-holder will commit to an average of 0.3 days per week face-to-face or teleconference meetings, with additional time for special events.

Reporting relationships

The Dun's Librarian will work closely with the Keeper of Collections who is responsible for the day to day management of the Heritage Centre.

The Dun's Librarian is the Chair of, and reports to, the Library and Heritage Committee, which reports into the Executive of the College. The Dun's Librarian, with the Keeper of Collections, will be expected to attend meetings of the Executive and Council as requested.

Responsibilities

Governance

- Attend and chair the Library and Heritage Committee, which meets at least four times a year. Work with the Keeper of Collections to ensure the meeting minutes and materials are created, distributed and stored in line with RCPI guidance in the area.
- Work with the Keeper of Collections to ensure the By Laws, Terms of Reference and other documents relating to the Library and Heritage Committee are up to date, relevant and applied.
- Report, with the Keeper of Collections, on the activities of the Heritage Centre and the Library and Heritage Committee to the Executive Board, Council and Annual Stated Meeting.
- Support the Keeper of Collections in ensuring the Heritage Centre maintains Full Museum Accreditation under the Museum Standards Programme for Ireland.

Business Planning and Strategic Management

- Development of the five-year strategic management plan for the Heritage Centre with the Keeper of Collections. Presentation of the plan to the Library and Heritage Committee and Executive Board for approval.
- Reporting on progress against the agreed plan to the Library and Heritage Committee and Executive Board as required.
- Support the Keeper of Collections in the development of the annual business plan for the Heritage Centre and its approval by the Library and Heritage Committee.
- Oversee the financial planning for the Heritage Centre, and advocate for adequate funding of the Heritage Centre at Executive Board and Council.

Heritage Centre

- Support the Keeper of Collections in the ongoing day to day management and running of the Heritage Centre
- Work with the Keeper of Collections to develop the College's collections through developing links with individuals, groups and institutions.
- Represent the Heritage Centre at relevant internal and external events

Requirements of the appointment

- Fellow of the College in good standing
- Membership of the Library and Heritage Committee within the last five years
- Resident on the island of Ireland
- A demonstrable interest in the history of medicine is essential

Application requirements

Applicants must submit a letter clearly specifying how your background and experience meets the requirements of the Dun's Librarian position as specified in the role overview above, with a CV, by 5pm on Friday 13 December 2019.

Applications should be addressed to;

Harriet Wheelock
Royal College of Physicians of Ireland
6 Kildare Street
Dublin 2

harrietwheelock@rcpi.ie

Appointment will be made following interviews of eligible candidates. Interviews will take place in January 2020. The successful candidate will be formally nominated to the College for election at the Annual Stated Meeting.

Appendices:

Appendix 1: Tenure of Office

The tenure of office for the Dun's Librarian is;

- Six-month term as Dun's Librarian elect
- Three year term as Dun's Librarian (renewable once)
- One year as immediate Past Dun's Librarian

Appendix 2: Remuneration

The role is not remunerated. This role is eligible to claim travel expenses incurred in line with RCPI Travel and Expenses policy.