

# Head of Library and Archive

## Science

### Job Description

#### Purpose

Working with the Deputy Director of Science (Collections), colleagues in the preserved collections teams and users of the library and archives to care for and develop the collections, manage the Library and Archives team, deliver an excellent service, and grow RBGE's position as a unique research and information resource.

#### Main Duties

##### Collections Development

- Review and implement the Collection Management Policy and develop Standard Operating Procedures to ensure best practice
- Manage the safe storage, retrieval and handling of physical and digital items in the collections
- Manage the collections spaces and liaise with the Estates team to ensure the collections and associated data are safe and secure
- Manage the integrated pest management programme for the Library & Archives
- Manage the annual conservation programme
- Manage the annual subscriptions to journals and periodicals
- Manage content and targets for the RBGE open-access research repository
- Work with the Deputy Director of Science (Collections) to agree acquisition, curation and collections development principles

##### Management

- Line manage the Library & Archives team with regular team and individual meetings
- Plan, manage and report on the Library budget
- Plan, manage and report on the performance and activities undertaken by the Library & Archives team towards the RBGE
- Oversee the Library and Archives volunteer and work placement programmes

##### Access and engagement

- Facilitate and encourage access to the collections by RBGE and external users
- Regularly review and respond to Library user needs, supporting research excellence and Open Access publication models

- Manage an annual programme of customer-focused access development, including conducting user research, prototyping, testing and co-design
- Oversee the Library & Archives pages on the RBGE website
- Coordinate and delivery public outreach by giving presentations, hosting group visits and marketing the Library & Archives collections
- Maintain professional networks and develop RBGE's position in the library, archive and heritage collection sectors

### **Compliance**

- Fulfil the duties of the RBGE copyright officer
- Ensure that all RBGE policies and procedures are implemented in the Library & Archives
- Contribute to RBGE's modern records management process
- Deliver the recommendations to maintain Archives Accreditation

Any other duties as required.

## Person Specification

### Essential Skills

- Delivering results: ability to take personal responsibility for achieving the right results for the library
- Customer focus: ability to understand and, within our capability, meet actual and potential needs of RBGE and external users of our collection
- Collaborative working: Ability to work effectively within and outside the organisation to achieve common goals through sharing skills, knowledge, and information
- Strong interpersonal and communication skills and the ability to build positive relationship
- Organisational and project management skills, and the ability to plan, exercise initiative, and deliver
- Leadership capability, with good influencing skills and high personal behavioural standard
- Ability to make evidence-based decision
- Knowledge and understanding of the purpose and wider context of delivery of public services for research libraries and archives and an understanding of relevant legislation and sectoral standard
- Knowledge and experience of service design principles and practice, including conducting user research, prototyping, testing and co-design
- Experience working at a management level within a library, archive, or similar cultural organisation, line management and team leadership
- A relevant degree or qualification

### Desirable

- Experience of Open Access publishing agreements
- Experience of implementing new digital resources and digital preservation systems for libraries and archives
- Knowledge and experience of UK copyright law
- Knowledge and experience of modern records management