



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

<b>Job title:</b>	Librarian & Digital Learning Manager
<b>Department:</b>	Nursing, Policy & Professional Practice
<b>Reports to:</b>	Education & Lifelong Learning Adviser, RCN Wales
<b>Key relationships:</b>	Professional Advisers, RCN Wales Policy, Parliamentary and Public Affairs Wales UK Library and archive services Nursing Department Welsh Government Health Education Improvement Wales
<b>Hours:</b>	35 hours per week (the post holder will be required to work flexibly and in accordance with the needs of the post. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
<b>Grade:</b>	F
<b>Location:</b>	RCN Wales HQ, Cardiff

### JOB PURPOSE

To manage the library and information service, alongside supporting the development and delivery of digital learning for members and learners at RCN Wales.

To ensure delivery of an excellent library and digital learning service to RCN members, activists and staff in Wales, working alongside the Agored Centre Lead and RCN Wales Staff.

### KEY RESPONSIBILITIES

#### 1. Specific role duties

- Manage the professional information services for RCN Wales members, activists and staff. Ensure services are delivered in whichever way is most convenient, including face-to-face meetings, telephone, email and remotely using a range of technologies e.g. Teams and YouTube.

- Manage and provide literature searching, information literacy training, research and information support to individual members and staff, as well as strengthening the wider study centre and Agored Centre offer for RCN Wales.
- Manage, develop and deliver outreach services across Wales to ensure equity of service provision.
- Provide support and information services to staff for specific projects/work-streams e.g. project management support, safe staffing, independent sector, etc.
- Manage and develop collection development, including policies and budgetary guidelines, including inter-library loans.
- Manage, plan and ensure delivery of a range of library events and exhibitions across Wales for members, branches, networks and forums.
- Manage and develop the library component of the Activist Development Programme.
- Ensure appropriate measures of evaluation. To gather, analyse and use data on use of the services, to inform development of services to meet the required needs locally.
- Engage fully in the Nursing, Policy and Professional Practice Department and other RCN meetings in Wales, and throughout the UK, when required.
- Liaise with the Systems Department to ensure all library systems and hardware are fully functioning and fit for purpose.
- Provide advice on privacy, copyright and confidentiality legislation to members and staff.
- Manage, administer and develop learning management system(s), uploading content to support the delivery of teaching and learning across the study and Agored Centre.
- Support the development of assets, such as webinars, podcasts and how to guides, using audio and video technology.
- Support the development of digital content for a range of end users such as members and learners.
- Be a resource not only for Wales, but about Wales, for the RCN in general and other relevant bodies.
- Represent RCN Wales at appropriate meetings both internally and externally, throughout Wales and the rest of the UK.
- Liaise closely with RCN Wales staff and RCN Library and Information staff UK-wide.

## **2. Professional responsibilities**

- Keep up to date with any developments in Wales or externally that may impact on services.
- Keep abreast of local, national and international developments in the health information sectors.
- Gain membership of appropriate health information service professional groups.
- Develop appropriate networks and collaborative arrangements with library and information services within Wales.

- Be aware of and utilise developments in information technology and digital innovation, and their application to methods of delivering information and producing digital content to support this
- Keep personal and professional knowledge up to date through attending conferences, training days and courses as part of continued professional development as relevant to role.

### **3. Financial responsibilities**

- To manage services within an identified budget in liaison with appropriate colleagues and to secure additional funding/resources where necessary.
- Establish and oversee financial systems for the library.

### **4. Promote**

- Promote RCN Wales Library services including attendance at conferences, member recruitment events, branch and other events, including ensuring presentations are delivered at student recruitment wherever possible.
- Oversee the development of marketing materials and to ensure the promotion of services via a variety of methods, including social media.
- Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN.
- Promote the RCN as the organisation that represents nurses and nursing, promotes excellence in practice and shapes health policies.

### **5. Control of HR**

- Ensure that health and safety is adhered to within the department and the library space.
- Every employee will co-operate in maintaining safe and healthy working environments by complying with RCN Health and Safety Policy and subsidiary policies and procedures relevant to their work activities.

### **6. Equality and diversity**

- Promote equality of access to the Library and Information Services for all members and RCN staff.
- Promote good equality practice and play a key role in ensuring equality of opportunity in the workplace.
- Observe all the relevant law relating to equality of opportunities.
- Encourage a working atmosphere where everyone is treated with dignity and respect.
- The RCN is working towards equality of opportunity and staff are required to bear this in mind when carrying out their duties. It is also our policy to ensure that all staff are treated with respect, fairness and without discrimination at work.

### **7. Additional responsibilities**

- Post-holders will work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members.
- Act with diplomacy and discretion to always safeguard confidential and commercially sensitive information.

- Attend internal and external staff training where necessary.
- Undertake additional duties as requested by the Line Manager.

Job description updated by:

Rachel Hadland, Education and Lifelong Learning Advisor, RCN Wales  
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