

THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH

Director of Heritage

1. THE COLLEGE

The Royal College of Surgeons of Edinburgh is an independent membership organisation dedicated to the education, training and advancement of surgeons, dental surgeons, and various people throughout healthcare who are involved in the surgical care of patients. The College has a current membership of more than 30,000 and growing, with members spanning over 100 countries around the world. From our founding in 1505, the College has been committed to the advancement of surgery and driving patient safety standards worldwide and continues to do so to do this day. For our full story, please visit the College website at www.rcsed.ac.uk

The College is known as ‘the friendly college’ and we aspire to live this in our ways of working together, guided by our Values. We have several projects underway that are focusing on empowering our employees to do their best work. This includes an innovative Wellness Strategy, a new HR Framework which includes Career Streams and clear Pay & Grading of our roles in the College, and business transformation initiatives in Exams and Education which will ensure we are delivering maximum value to our clinical community in an effective and professional manner at home and abroad. It is an exciting time to be joining the Royal College of Surgeons of Edinburgh.

2. THE HERITAGE FUNCTION

The Heritage function covers the prestigious Surgeons Hall Museums, and our Library and Archive. Our museums are of unique historic significance, promoting the History of Medicine and Surgery around the world. The Museums, Library and Archive play a vital role in attracting members to the College and are an important membership benefit. In addition, we are in, and form part of, the Edinburgh World Heritage site and are an essential part of the city’s heritage and culture.

The Historic Playfair Building of 1832 – “Surgeons Hall”

“Surgeons Hall” was built specifically for the College and completed in 1832. Since that date the activity of the College has expanded substantially and over the years it has acquired a significant property portfolio adjacent to Surgeons Hall in and around Hill Square and Hill Place. The Hall itself is an A listed building and contains public rooms and facilities, a library an archive and, not least, three Museums.

The Museums of the College contain over 20,000 objects in 9 categories; anatomical and pathological specimens; casts and models; histological preparations; furniture; paintings and other works of art; photographic prints and slides; voice, video, and other recordings; surgical and other instruments; and miscellaneous items. The Museums are the Playfair Museum of Pathology and Anatomy; the Sir Jules Thorn Exhibition of the History of Surgery; and the Dental Museum and the Menzies Campbell Collection.

“Our aspirations include leveraging our heritage collections by using digital transformation to open access world-wide to our museum”

The Library

Resources and Services:

- 40,000 books, ranging from 1460 to the present day.
- Multimedia – anatomical & operative, including historical
- UK and international surgical / medical serials, 1770’s - current
- History of medicine image collection
- Information on the College history, buildings, portraits, paintings, busts, silver, and furniture
- MacLaren research centre internet café: fast web access, cameras, scanners
- Anatomical Atlases 1500s – e.g., Valverde
- Substantial medical biographical records
- News cuttings & reprints collection
- Bespoke tours of the library and its special collections
- Adopt a book project
- Archives – College business and examination records, private papers of surgical / medical figures
- College Members’ Services – full library services including book loan, SDI bespoke literature search services and journal article supply
- Historical and Genealogical research service

“Our aspirations also include, developing our access to world class information to wherever our Membership live and work”

3. ROLE SUMMARY

Reporting to the Group CEO, the post holder will provide leadership in preserving and protecting our heritage assets and leveraging access to our assets on a global scale. You must balance the protecting of our Heritage buildings and assets with our ambitions while maintaining a realistic focus on financial management and profitability.

The purpose of this role is to:

- Provide strategic leadership for the College's Heritage team bringing proactive, visible and values led leadership to the function and its staff and shaping the future of Heritage.
- Be responsible for all aspects of the College's Heritage team, delivery against agreed priorities in the College Strategy and progress on change plans, advising the senior leadership team, Council, and relevant Committees on all aspects of the work of the Heritage team, as necessary
- Ensure that governance rules applicable to Heritage are complied with, and provide your insight and experience into developing our governance policies for the future
- Collaborate, integrate, and work with the wider senior leadership team to support the work of the College, and contribute to the development and successful delivery of the College Strategy and operating plans.

4. SPECIFIC DUTIES AND RESPONSIBILITIES

The key duties of the role include, but are not limited to:

Key Accountabilities

- Provide strategic executive leadership for the College's Heritage team, bringing proactive, visible and values led leadership to the function and its staff
- Work in partnership with the Heritage and Museums Committee (and any successor body) to lead the development and implementation of the College's heritage strategic plan, to enhance the promotion of the museums and library and archive, further the College's public education programme, and ensure that digital tools are fully utilised to expand the reach and impact of our collections.
- Innovate, lead change, and deliver efficiencies, working closely with the Director of Resources, ensuring that the highest quality impacts are achieved from available resources.
- Work with the Director of Membership, Marketing and Communications to enhance the contribution of the museums and library as means of attracting members to the College and providing membership benefits.

- As a member of the Senior Leadership Team, play a full role in leadership, management, and strategic planning processes across the College.
- Raise awareness, understanding and knowledge of the College, Edinburgh and Scotland in the development and practice of modern surgery and related medical sciences worldwide and maximise opportunities to showcase the College's collections.
- Lead, as appropriate, the identification of funding streams for the Museums and Library activities and infrastructure, working in partnership with the Director of Development & Partnerships, and contribute to securing that funding.
- Build effective networks and partnerships UK-wide to enhance the standing and engagement of the College within the museums and galleries sector and develop strong working relationships with similar institutions and with other organisations which are part of the Edinburgh World Heritage site.
- Oversee the development of an Information Management Strategy covering all aspects of libraries, archives and records management, and their organisation, access, utility and marketing in hard copy and digitised form, ensuring that the strategy is fully integrated with information governance throughout the College.
- Lead the planning, delivery, and management of exhibitions, both locally, nationally and online. Assess the potential for expansion into national and international exhibition space.
- Work in partnership with the Surgeons Quarter team to develop the College as a visitor attraction and to utilise heritage space within the College for events, ensuring that an appropriate balance is struck between commercial use of the space, protecting the College's heritage assets and meeting statutory requirements.

5. PERSON SPECIFICATION

	Priority Requirements
Qualifications	<ul style="list-style-type: none"> • Educated to degree level, ideally with a relevant Postgraduate or Professional qualification • Relevant Sector experience • At least 5 years at senior leadership level
Knowledge, Skills, and Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Experience of working collaboratively and effectively as part of a leadership team to deliver successful outcomes • Evidence of a strong commercial acumen • Familiarity with the functioning of modern medical surgical libraries as well as a good exposure to a wide number of specialist libraries, institutional archives, and museums • Proven track record of planning, delivery, and management of exhibitions (both permanent collections and temporary/touring exhibitions) • Proven experience of successful grant applications and fundraising • Good understanding of digital technology and its potential in this sector • Excellent written and verbal communication skills; confidence in communicating with individuals from a wide range of backgrounds, public speaking and giving presentations • Familiarity/good understanding of policies and standards within the museum section (including those of NMS, Museums Association, Museums Galleries Scotland) <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience of how acquiring and utilising Trust status in relation to heritage assets can leverage investment • Knowledge of legislation relating to the display of human remains • An empathy for, and understanding of, Scottish medical history
People and Interpersonal Skills	<ul style="list-style-type: none"> • Excellent analytical and problem-solving skills and the ability to identify and implement solutions using initiative, influence, and leadership to achieve positive outcomes • Resilience and the ability to adapt in response to changing priorities • Exceptional people management skills • Ability to work collaboratively at a senior level

6. COLLEGE VALUES

Our values underpin who we are, how we behave, and the ways in which we work together across every aspect of the life of the College. They determine how we will deliver our ambitious Vision, Mission and Strategy. Our values are the principles that guide all our actions and decisions which, in turn, will shape the culture of our organisation. They apply to everyone who is part of the life of the College, including our staff.

The postholder will need to demonstrate these values.

Inclusivity	<ul style="list-style-type: none">• We all feel welcomed and valued as part of our family.• We are each treated in the same positive way.
Integrity	<ul style="list-style-type: none">• We behave ethically and professionally, with the best interests of the College and our profession at heart.• We are open and honest in everything we do.
Innovation	<ul style="list-style-type: none">• We seek to develop new ideas and new ways of doing things which make it better for the College, our colleagues, and our members.• We embrace innovation and enthusiastically support change.
Respect	<ul style="list-style-type: none">• We are afforded equal dignity, empathy and respect.• We are supported by a positive culture that motivates and nurtures us throughout our career.
Professionalism	<ul style="list-style-type: none">• We are committed to working together to deliver the best for the wider College community.• We are encouraged to grow our knowledge and skills and are given tools to help us.

7. WHAT WE CAN OFFER YOU

Salary:

This will be up to **£75,000** per annum, d.o.e

Working Pattern

The normal hours of work shall be 35 hours per week, working 7 hours each day Monday to Friday with a one-hour unpaid lunch break on each day worked. We work flexibly both at home and in the office to meet the needs of the business. The nature of the role is such that tasks are often time-critical and an ability to effectively prioritise workloads and tasks is required. The Director of Heritage may be required to work outside of normal working hours on occasion. They may also be required to travel and work away from Edinburgh for short periods, which may require overnight stays away from their normal place of residence.

Pension Scheme:

The offers the option to contribute 5% of gross monthly pay and receive a 12.5% contribution from the College after three months' employment. The College uses the People's Pension, pension scheme.

Annual Leave

The College's annual leave year runs between 1st January to 31st December and awards staff the following entitlements (pro-rata for part time employees and for those joining part-way through the year)

Total annual leave given per year = 42 days consisting of the following:

FlexiPot - Personal Holidays

- 30 standard personal days
- 5 days in-lieu of Public Holidays can be taken on any date

College Break

- 4 public holidays to be taken on Christmas Day, Boxing Day, and the 1st & 2nd of January (or nearest working days)
- 3 days automatically assigned paid holidays which fall in between Boxing Day & New Year's Day

Sick Pay Scheme:

The College has a College's Sick Pay Scheme which you may participate in after six months' service.

Death In Service:

- In the unfortunate event of death in service, the Company provides an insured benefit of x2 Base Salary

A Collaborative and Inspiring Environment:

We have staff-led ongoing charity events combined with social activities.

We have organised company-wide social events throughout the year.

We have regular All Staff Meetings and several internal communications channels to keep you updated with college life and work.

We offer you the opportunity to get involved with several staff engagement initiatives and workshops such as Wellness, Learning and Development.

General Terms:

All posts are offered subject to the receipt of references satisfactory to the College. A contract of employment is issued once all references have been reviewed and accepted by the College.

Appointment is subject to proof of eligibility to work in the UK provided in advance of the proposed start date.