

Royal Hospital for Neuro-disability Job Description

Job title:	Archivist
Department:	Research
Salary grade:	£6,400 per annum (pro-rata from £32.000 p/a FTE) (1 day per week)
Responsible to:	Associate Director Research
Responsible for:	volunteers
Behavioural Framework:	Employee

Scope

The RHN provides adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme. The RHN was initially established in 1854 as the Royal Hospital for Incurables and was the first institution in the UK to offer long-term care for people living with chronic illness or serious injury. The history of the RHN is unique and the hospital records detail this exceptional history. The archives include hand-written letters from Florence Nightingale, speeches from Charles Dickens – an early supporter of the hospital – as well as patient records dating back to 1854.

Main Objectives of the Role

- Undertake cataloguing work on the collection and updating RHN Archive AtoM online catalogue.
- Supporting users of the service, including researchers, academics and professional staff to access the archive.
- To review and update Archive Service policies
- To supervise and develop a public reading room service and be responsible for the retrieval and safe handling of the archive collection.

Key Responsibilities: Essential and Desirable

1. To catalogue and upload digitised archive records to the RHN AtoM catalogue.
2. To recruit and supervise volunteers to help with preservation, cataloguing and transcription work
3. To review and update the Archive Service policies with the RHN Head of Data Protection and Compliance.
4. To develop and supervise a reading room for the RHN Archive Service
5. To be responsible for the collection care of the archives. Monitoring environmental conditions in the archive store and assessing the conservation needs of the records.
6. To catalogue unlisted archives to ISAD (G) and related standards, and to record and appraise all new accessions.

7. To create and update authority records to ISAAR and related standards in order to enhance discovery and to enable links to be made to other collections.
8. To manage all enquires relating to the archive and provide a reprographic service for researchers.
9. To work effectively with teams across the department on the archives development project and any archives-related exhibitions and events
10. Any other duties that may from time to time be required, as discussed and agreed with the Associate Director of Research.

Person Specification:

1. At least 2 years of experience working as an archivist (Essential).
2. A postgraduate qualification in Archive Administration.
3. Ability to work independently, plan and manage workload.
4. Experience of managing or developing an archive.
5. Knowledge of copyright regulations and the handling of sensitive personal data in accordance with GDPR.
6. Disability awareness and understanding and adherence to equal opportunities, (with understanding and adherence to data protection –
7. Experience of managing and recruiting volunteers. (Desirable)
8. Experience of working with AtoM (Access to Memory) archival description platform, or similar archive online catalogues.
9. Excellent communications skills for working with researchers and the general public involving queries and access to the archive.
10. Organised approach to work – proactive, methodical administrative skills, with good planning and time-management. Ability to prioritise and work well under pressure.
11. Experience of working as part of a team as well as on own initiative.

Our values

Seeing the whole person

Understanding who our patients and residents are and what their specific needs involve. Taking an interest in everyone at the RHN – staff, patients, residents and their families – seeing the whole person, with interests, hobbies and commitments. Providing high quality customer service, developing ongoing relationships and caring for patients as individuals.

Treating people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

Delivery on promises

Doing what we say we will do. Working together to deliver the best possible service for patients, carers and key stakeholders. Taking personal responsibility, being pioneering and sharing knowledge, ensuring clarity, compassion and respect.

Willingness to learn

Giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. Developing new skills, knowledge and technologies, and taking the time to reflect on successes and setbacks.

Demonstrating a commitment to continuous professional and personal development and a flexible approach to working. Being aware of what is over the horizon, anticipating opportunities and having the vision to look forward. Accepting the need for change and developing a culture of continuous learning and improvement.

Honesty and integrity

Acting as a role model and setting an example that motivates and inspires others. Providing a clear direction that recognises and utilises the strengths of our people. Working with a positive attitude, being friendly, open and honest in interactions with others. When mistakes happen, talking honestly and openly about them, to make sure that they don't happen again.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the postholder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed: 

Date: 30/09/2025