**ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Honorary Archivist

**TERM OF OFFICE:** 5 years

**RESPONSIBLE TO:** Registrar

**WORKING WITH:**

**Governance** President, Registrar and other College Officers

**Management** Director of Finance and Operations, Library and Archives Manager and Archives and Records Manager

**RESPONSIBLE FOR:** N/A

**ELECTED/APPOINTED:** Elected

**TIME COMMITMENT:** 4 PA per month

**SALARY:** Voluntary

**JOB PURPOSE**

The Honorary Archivist will be responsible for promoting the history of the College and its archival collection, working closely with the College’s Archives and Records Manager and the Library and Archives Manager on matters relating to the provision of archives.

**KEY RESPONSIBILITIES**

1. To work closely with the College’s Archives and Records Manager and the Library and Archives Manager in formulating, implementing and updating the College Archives strategies and policies.
2. To promote the College archives and build links with individuals and organisations interested in the history of psychiatry e.g. History of Psychiatry Special Interest Group (HoPSIG), the Historian in Residence, and the Artist in Residence.
3. To support and represent the work of the College Archives at the International Congress and to work with College officers and relevant committees.
4. To support the implementation of the College’s Archives initiatives, and to advise on future developments.
5. To attend quarterly meetings of the HoPSIG
6. To attend the regular meetings of the College Exhibitions Group
7. To work with the Archives and Record Manager in creating exhibits, organising sessions for the International Congress and promoting the archival collection, the history of the College and of psychiatry generally.

**PERSON SPECIFICATION**

**Essential**

* Record of achievement in the history of medicine
* Ability to visit the Archives and attend meetings with the Archivist.

**Desirable**

* Good digital and communication skills

**THE COLLEGE VALUES**

Courage

• Champion the specialty of psychiatry and its benefits to patients

• Take every opportunity to promote and influence the mental health agenda

• Take pride in our organisation and demonstrate self‐belief

• Promote parity of esteem

• Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

• Embrace innovation and improve ways to deliver services

• Challenge ourselves and be open to new ideas

• Seek out and lead on new, evidence‐based, ways of working

• Have the confidence to take considered risks

• Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

• Promote diversity and challenge inequalities

• Behave respectfully – and with courtesy – towards everyone

• Challenge bullying and inappropriate behaviour

• Value everyone’s input and ideas equally

• Consider how own behaviour might affect others

• Respect the environment and promote sustainability.

Collaboration

• Work together as One College – incorporating all members, employees, patients and carers

• Work professionally and constructively with partner organisations

• Consult all relevant audiences to achieve effective outcomes for the College

• Work together with patients and carers as equal partners

• Be transparent, wherever possible and appropriate.

Learning

• Learn from all experiences

• Share our learning and empower others to do the same

• Value and encourage personal feedback

• Use feedback to make continuous improvements

• Create an enabling environment where everyone is listened to, regardless of seniority

• Positively embrace new ways of working.

Excellence

• Deliver outstanding service to members, patients, carers and other stakeholders

• Promote excellent membership and employee experience

• Always seek to improve on own performance

• Promote professionalism by acting with integrity and behaving responsibly

• Demonstrate accountability in all that we do

• Uphold the College’s ‘Core Values for Psychiatrists’.

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| **INTERNAL COLLEGE CONTACTS:** |
| * Department: Finance and Operations * Section/Project: Library and Archives * Name of Contact: Fiona Watson * Job Title: Library and Archives Manager |

October 2023.