

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03530

Service Area: Information Assurance

Grade: G8

Job Title: Records Manager Officer

PURPOSE OF JOB:

To act as the Council's subject matter expert on Records Management, ensuring the Council and its employees are provided with appropriate and timely advice to support compliance with their legal and statutory obligations.

To monitor systems and controls which impact on compliance with records management principles, identifying areas of improvement and recommending solutions which support Council services.

To ensure the implementation and ongoing management, planning and improvement of a coordinated records management approach.

To be the first point of contact for specialist knowledge for records management at every level of the Council, ensuring clear policy, procedure, guidance and advice is provided in support of commissioning services, business and service delivery.

To promote, support and implement the principles of a records management lifecycle across all areas of the council, ensuring processing of records in accordance with both information legislation such as the Data Protection Act and Freedom of Information Act; enabling service areas to meet compliance within their own regulatory environments through effective records management.

To identify, implement and lead on new projects aimed to reduce risk relating to records management.

To develop and introduce effective Retention Schedules for the Council ensuring that the Council's records are kept in line with relevant legislation across both information legislation and service legislation.

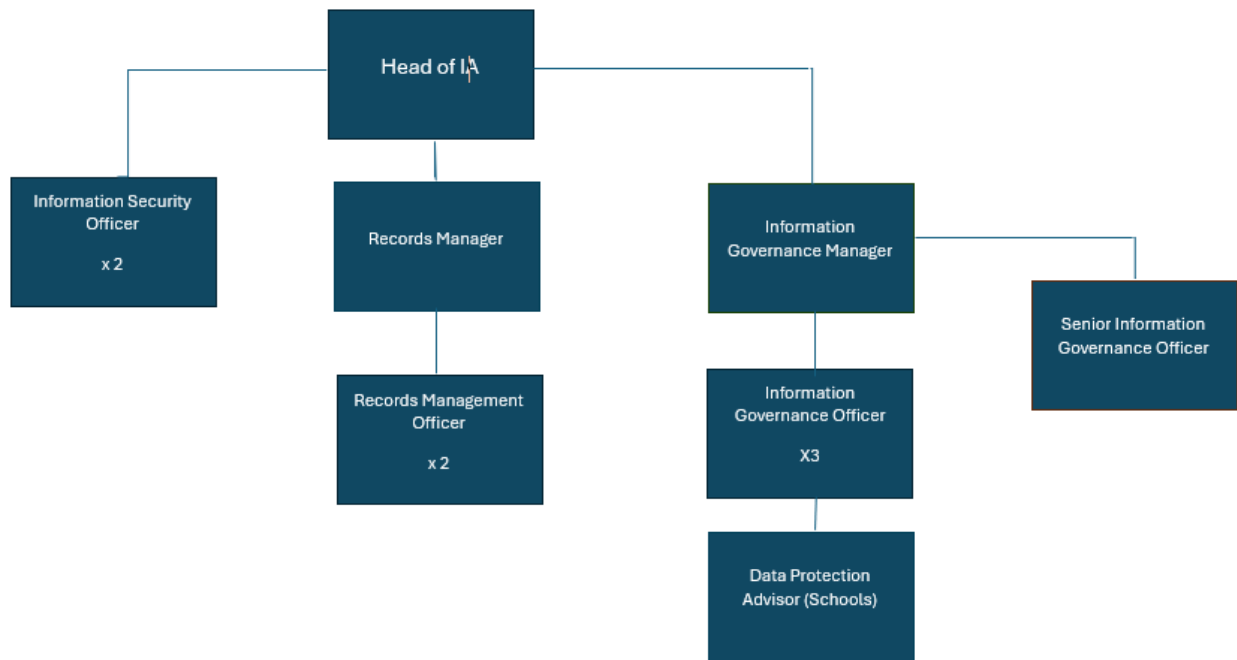
To develop and maintain strong, positive working relationships with all staff across service areas and external partners as appropriate to ensure records management requirements are understood.

To support the information assurance team in the development of an information assurance framework; and in improving the maturity and position of other relevant assurance frameworks.

- Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:
- Providing an integrated approach to performance management, quality standards and service delivery

- Adapt to meet specific requirements of role
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate
- Continuously look for synergies and efficiency savings across area of responsibility.

TEAM STRUCTURE:



MAIN DUTIES:

1	Responsible for providing expert advice on all aspects of records management across every level of the Council.
2	To ensure records management practices comply with relevant legislation and regulations such as freedom of information, data protection, environmental information and the re-use of public sector information.
3	To keep up to date with records management practices, legislation, new technologies and developments relevant to both records management and information assurance.
4	To develop and implement the Council's records management strategy, policies, standards and guidelines for both manual and electronic records (e.g. the corporate classification scheme, retention and disposal schedules, access and security controls).
5	To build and maintain strong, positive working relationships throughout the Council through proactive consultation and engagement.
6	To manage and reduce associated risks associated to records management regardless of medium.
7	To develop and maintain a central record of hardcopy records and their current status i.e. active, inactive, destroyed.
8	To manage the contracts for off-site storage facilities with private providers. Review the effectiveness and deliver of any service provided and liaise with providers and the councils commissioning teams for continual service improvement.
9	To assist the improvement of the Councils performance by helping services to identify and realise the benefits and cost savings of good records keeping.
10	To recommend or initiate projects for records management systems and procedures as appropriate.

11	Provide Council staff with policy, procedure and guidance for off-site facilities and develop appropriate performance monitoring systems for continual service improvement.
12	To promote good records management by devising and implementing a continuous training and awareness programme for Council staff. Development and delivery of in depth training for Council staff with specific records management responsibilities.
13	To work with Council staff to ensure that records management policies, standards and guidelines, including records retention schedules are kept up to date and implemented effectively. To provide expert advice and guidance as appropriate for their own work area.
14	To develop and introduce effective Retention Schedules for the Council ensuring that the councils records are kept in line with relevant legislation across both information legislation and service legislation.
15	To review the effectiveness of the Council's onsite records storage facilities and recommend areas of improvement for monitoring, transporting and disposal of onsite records.
16	To work with relevant colleagues within the Council and external to implement, review and implement records management requirements within the Councils electronic records management systems.
17	To work with the Council's Archives team and other colleagues to preserve the Council's history, through the appraisal and ascension of both electronic and hardcopy records.
18	To support the Head of Information Assurance and the wider information assurance team in ensuring information assurance activity is undertaken in a manner which promotes compliance both corporately and locally through effective records management.
19	Contribute to the Information Assurance Framework by assessing and articulating records management success or areas for improvement. Recommend information assurance delivery improvements and inform planning decisions or projects.
20	To regularly review and conduct information audits to support service areas in their management of records.
21	To manage the Records Management Officers and lead on all actions related to records management ensuring a professional service is implemented and maintained.
22	To lead on and manage the provision of materials and support to the Records Management Officers to ensure staff within the Council maintain an awareness of their records management responsibilities.
23	To identify, implement and lead on new projects aimed to reduce risk relating to records management.
24	To provide support and supervise project staff by issuing and guiding them to complete tasks for the duration of Records Management projects.
25	Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> - Personal Leadership - Being Future Focused - Political and Commercial Astuteness - Supporting a High Performing and Flexible Workforce - Drive for results
26	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings.
27	Deliver an excellent customer service, incorporating the Council's equality and diversity objectives and supporting the Council to achieve best practice in all it delivers.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Expertise across all aspects of records management, with proven knowledge or records management principles and how these relate to legislation and statutory duties.	A/I/P	X	
Educated to degree level	A	X	
Recognised formal professional qualification in records management, archives or a similar discipline.	A	X	
Significant experience in interpreting records management legislation and applying the principles and controls within a Local Authority or other public sector environment.	A/I	X	
Detailed level of understanding of associated subject matter including information governance, information security and Data Protection.	A/I/P	X	
Ability to communicate subject matter effectively and confidently at all levels including at Board level.	I/P	X	
Knowledge and expertise in working with both hardcopy and electronic records.	A/I/P	X	
Strong stakeholder management skills (internal and external) in order to understand business requirements while also influencing and promoting records management within a diverse organisational culture.	I/P	X	
An ability to influence and promote the importance of good records management to a diverse range of customers both internally and externally.	I/P	X	
Project Management skillset to ensure the management of future and ongoing projects related to records management.	A/I/P	X	
Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately.	I/P	X	
Strong analytical and decision- making skills.	I/P	X	

Experience/capable of conducting compliance reviews and audits.	I	X	
Highly driven and professional with the ability to work independently ensuring deadlines and are met.	I	X	
Excellent planning skills, with the ability to prioritise workload and work to specific timescales.	A/I/P	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.