

JOB TITLE	CORPORATE PROJECT ASSISTANT
TEAM	RECORDS MANAGEMENT PROJECT
DIRECTORATE	RESOURCES
WORK BASE	LEXICON HOUSE, NORTH HYKEHAM

This job brief sits alongside the job description for this role.

Key Objective – To review and cleanse legacy holdings (records) across all directorates and locations and support service areas in reducing the significant number of records held unnecessarily. Also to assist in indexing records to support improved management and control of records in line with LCC policies and procedures.

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
Recognise types of records and appraise using the LCC retention schedule
Update records on electronic systems in particular Mosaic and Restore,
Ability to identify records that are separated and bind together
Index records and enter data accurately in the Records Management system
Adherence and good understanding of Data Protection
Send records to offsite storage following indexation and classification
Work to tight deadlines and meet KPIs

Additional requirements:

- Physically fit, as manual handling of record management boxes is a daily occurrence

THE FOLLOWING TASKS ARE GENERIC ACROSS BUSINESS SUPPORT AND APPLY TO ALL GRADES ACROSS THE SERVICE
Provision of high quality support to all internal and external customers
Basic use of Microsoft packages including but not limited to Word, Excel, Outlook, PowerPoint
Undertake routine clerical duties including, but not limited to, photocopying, fax transmission, laminating, binding, scanning, document collating and distribution
Recording, reporting, distribution and collection of mail (where no central team undertaking)
Undertake reception duties, including signing in and out visitors, ensuring they are aware of fire evacuation procedures
Undertake routine monitoring of generic resource email accounts (as allocated by Supervisor)
Receive routine telephone enquiries, message taking and call re-direction
File maintenance
Filing / electronic filing, Records Management, Subject Access Request
Orders, receives, checks and distributes stocks of stationery and other consumable items (where no central team undertaking)
Meeting/event convening (room booking, invite sending, room set up, refreshments etc.)
Fire Marshall cover (where appropriate)
Record and update sickness database (where no central team undertaking)
Imprest purchasing and petty cash (where no central team undertaking)
Health & Safety support and awareness
General minute taking

Peer training/coaching/mentoring
Induction support
Accommodation / property support to Supervisor (where no central team undertaking)
Basic support for systems in use by LCC or Service Area supported (in agreement with Supervisor)
Use of IT systems/databases to enter, amend or extract information (as determined by Supervisor)
Production of reports, letters, audio tapes and other processed communications, often of a sensitive nature
Equipment maintenance (where no central team undertaking)