

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Records Management Trainee	JEID	E0033
Salary Grade:	D		
Team:	Information Management, Records Management Service		
Service Area:	ICT		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Records Manager		
Responsible for:	N/A		

Role Purpose

- To assist with the rollout of the Council's Data Governance System across the organisation.
- To contribute to other corporate programmes and projects which impact upon Information Governance
- To contribute to the general running of the service covering both paper and electronic records. Assisting internal customers manage their paper records ensuring effective and efficient security controls
- To help maintain and develop the council's Electronic Document & Records Management (EDRM) system and provide practical advice and training on its use.

Role Responsibilities

Please note: This job description reflects the duties at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or level of responsibility entailed.

- Assist with the roll out of the Council's Data Governance System (DGS) across council service areas, including assistance with the production of guidance and training documents and videos and meeting with key staff as part of the rollout
- Liaise with council customers and the Records Management Service' external records storage provider to arrange the deposit of new boxes of records for secure storage.
- Process requests for records held with the Records Management Service' external records storage provider as requested by authorised council customers
- Work with the Bin Scan Store Project Team and Information Governance colleagues to reduce and transfer paper records to secure storage.
- Assist with the development of classification schema to help manage the Council's electronic records, via EDRM, network fileshares and involvement in the Corporate Sharepoint rollout project.
- Ensure that records (electronic and paper) are disposed of confidentially and in accordance with the council's retention/disposal schedules.
- Lift and carry boxes of up to 10kg in the Records Management Hub.
- Comply with procedures for the security of the Records Management Hub and maintain the confidentiality of records in line with the council's Information Security policies and procedures.
- Assist with the maintenance and development of the council's Electronic Document and Records Management System (EDRMS) and assist with the provision of training to council staff on use of this system.
- Assist with the review, research and review of the council's retention/disposal schedules.
- Uphold the council's Equality and Diversity and Health and Safety policies
- Other duties as required, commensurate with the grading of the post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Experience of working in a Records Management or Information Governance role	I
IT experience including ability to use a wide range of office systems; case recording and databases as well as MS Office, Word, Excel and Outlook	I
Experience of analysing and manipulating large quantities of complex data	A, I

Literacy and numeracy, minimum of 3 GCE's including English and Maths	I, D
A systematic and methodical approach to work	A, I
Ability to work within a team as well as on own initiative	I
To be able to communicate, in person and in writing, a variety of information to a range of people	I
Ability to maintain confidentiality	I
The ability to work under pressure including meeting deadlines and dealing with interruptions and prioritising work	I
Accuracy in all work submitted, understanding importance of delivering accurate work at all times	A, I
A flexible approach to working arrangements	I
Willingness to undertake training and development opportunities	I
Experience of providing excellent customer care service	I
Experience of maintaining an ongoing positive action to change	I
Ability to travel effectively and efficiently across the county	I

Desirable criteria

Assessed By:

An awareness of issues currently affecting and influencing modern records management/information governance	I
An awareness of the importance of Health and Safety	I
Appreciation of and sensitivity to Equality and Diversity in the workplace	I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all

significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting and manoeuvring) of objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	