

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 Manager	JEID	J0041
Salary Grade:	Scale I		
Team:	Records Management Service		
Service Area:	Legal and Democratic Services/Information Governance		
Primary Location:	Based at Shire Hall but also with flexible working		
Political Restriction	This position is not politically restricted.		
Responsible to:	Corporate Records Manager		
Responsible for:	Operational supervisory responsibility for the Records Management team		

Role Purpose

The post holder will be a member of the Records Management Service and will assist the Corporate Records Manager and Information Governance team to facilitate greater information compliance through deployment of the Data Governance System (DGS), undertaking of Data Protection Impact Assessments (DPIAs) and the identification of more mobile, flexible and secure electronic ways of working and improved electronic document and records management across the County Council.

The post holder will also contribute to the general running of the service through the receipt, retrieval and disposal of confidential paper records and by answering general queries by telephone and email.

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.

Principal duties:

Data Governance System

1. To work with the Corporate Records Manager and other IG staff to deploy and maintain the Council's Data Governance System (DGS) to map all data assets, data flows, retention and lawful bases for processing across the organisation as the Council's combined Record of Processing Activities and Information Asset Register.

-
2. To undertake Data Protection Impact Assessments in the DGS for all new high-risk processing of personal information and provide advice and guidance to council services to ensure the necessary information governance requirements are considered when implementing standard operating technologies or business change across the council.

Electronic records management:

1. To assist in the management and delivery of the council's corporate Records Management Service, including systems for file referencing, storage, retrieval, transfer, security and confidential disposal of county council records with particular reference to electronic documents and records.
2. To assist with the deployment of organisation-wide electronic content, document and records management systems ranging from shared structures in network shared drives and cloud storage to formal records held in the organisation's EDRM system.
3. To assist the Corporate Records Manager in conducting information surveys across the county council in order to create up-to-date, organisation-wide records retention and disposal schedules and electronic information classification systems.

Paper records management:

1. To manage paper record storage facilities, the in-house paper record storage facility and the contractor that currently provides external storage facilities.
2. To compile performance data or other reports relevant to the operational management of the Records Management Service and to ensure the Records Management Service meets its Service Level Agreement with Groups and Services.

General:

1. To act as line manager for Records Management Service staff.
2. To assist the Corporate Information Manager and Corporate Records Manager in the promotion of and compliance with the county council's Information Governance Framework policies with particular reference to the council's Records Management Policy.
3. To work with colleagues across the organisation, partners and stakeholders. Success will require building and maintaining effective relationships across the organisation and with these partners and stakeholders.
4. To ensure that Records Management systems and practices support compliance with Data Protection, Freedom of Information, Environmental Information legislation and the Council's open data and transparency agenda.
5. To develop and deliver training for staff with departmental Records Management responsibilities, and to offer advice and guidance on record keeping and records management issues.
6. To facilitate the transfer of material considered worthy of permanent preservation to the County Record Office.
7. To support the cost centre manager in monitoring service expenditure and to use the County Council's financial systems in order to raise orders and invoices for the service following corporate timescales and in line with the Council's Financial Regulations.
8. To undertake any other duties 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
Post-graduate qualification in Records Management, or other Information Management/Information Governance-related qualification or relevant experience	A.D
Practical use of a Records Management system and Electronic Document and Records Management Systems (EDRMS)	A.I
Familiarity with BS-ISO 15489-1 and other relevant information management standards, legislation, principles and practice	A.I
Familiarity with information classification and metadata schemes and their practical application	A.I
Able to act with integrity with respect to confidential information, with particular reference to the Data Protection Act	A.I
Ability to use IT applications to facilitate information and records management	A.I
Ability to work on own initiative and manage own workload.	A.I
Excellent inter-personal skills with the ability to work with colleagues at all levels of the organisation and with external partners	A.I.P
Ability to communicate effectively verbally, in writing and to deliver presentations	A.I.P
Committed to providing a high quality customer service	A.I
Ability to travel effectively throughout the county	A.I
Appreciation of and sensitivity to Equal Opportunity issues	A.I

Desirable Criteria	Assessed By
Experience of conducting information surveys/audits in and across large and complex organisations	A.I
Experience of local authority or public sector records management environments	A.I
Experience of a wide range of IT systems used in Records Management	A.I
Membership of a relevant information or records body or professional networking groups	A.I
Experience of staff management and supervision	A.I
Experience and ability to certify and monitor expenditure	A.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 highlighted in grey). 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 type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or 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 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 type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input 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):	