



Candidate Information

Position:	Information Compliance Officer (Records Management)
School/Department:	Registrar's Office
Reference:	19/107195
Closing Date:	Monday 25 February 2019
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Tuesday 12 March 2019
Duration:	3 years

JOB PURPOSE:

To develop and promote improved records management practice across the University. Provide a high quality information compliance and governance service to include (but not limited to) development and implementation of records management policies and associated procedures and provision of specialist advice and guidance to colleagues.

Please note that this is a fixed-term post for three years.

MAJOR DUTIES:

1. To contribute to the initiation, ongoing development and delivery of the University's Records Management Policy to ensure legislative compliance and support the delivery of the University's strategic objectives.
2. To review the University's current record management processes, benchmark against best practice and develop action plans to address gaps identified. This includes implementing, reviewing and advising on the implementation of legislation and records management issues, policy, guidance, procedures and best practice to position the University so that it complies with information legislation and manages its information efficiently.
3. To liaise with senior management within Faculties, Schools, Directorates and other departments to promote good records management through the development of information asset registers and support the continued management of information asset registers.
4. Responsible for the implementation and maintenance of retention and disposal schedules across the University. Develop and implement a comprehensive set of procedures, and associated resources to manage compliance with the disposal dates and archiving requirements.
5. To assist in the development, implementation and monitoring of strategies, policies and procedures for information compliance/governance which will ensure the University meets its statutory obligations and best practice.
6. Research and produce policy, guidance, procedures and best practice in the context of relevant external national and international standards and codes of practice to assist with the positioning the University so that it complies with information legislation and manages its information efficiently.
7. Develop plans to deliver strategic objectives for the management and improvement of electronic recordkeeping practices across the University and support the programme of digital transformation.
8. Present results and make recommendations to senior management to support decision making.
9. Undertake reviews, audits and maturity analysis to determine the effectiveness of recordkeeping. Perform risk assessments to understand risk level, significance and scope.
10. Develop and deliver training programmes and awareness briefing sessions to staff for recordkeeping best practice using all relevant channels.
11. To manage the information contained on the University's website relating to Information Compliance/Records Management.
12. Work effectively as part of the Information Compliance Unit Team, providing support and assistance where needed including deputising for the Information Compliance Manager as appropriate.
13. Carry out any other duties as reasonably requested.

Planning and Organising:

1. Contribute to the development of the Information Compliance Unit and across the University, by applying professional or specialist knowledge in information governance/records management/.
2. Responsible for organising own professional work to meet the Department's objectives.

Resource Management Responsibilities:

1. Advising and persuading staff at all levels throughout the University on information legislation and records management issues to ensure that the University complies with its legal obligations.
2. Assign tasks to junior staff and ensure work is completed on time and to standard.

Internal and External Relationships:

1. Attend internal and external meetings to ensure that departmental/school/unit work issues are appropriately represented and reported.
2. Liaise with contacts in the wider University body to support own work activities/specific tasks, as required.
3. Co-ordinate activities and communicate across and outside the University and contribute to collaborative initiatives, projects or events.

ESSENTIAL CRITERIA:

1. A primary degree or equivalent
2. Minimum 3 years' relevant records management experience within a large, diverse organisation.
3. Relevant experience of policy development and implementation, including monitoring and reporting of performance.
4. Excellent ICT skills including word processing, system design and management, and spreadsheets, report writing.
5. Logical analytical ability.
6. Good communication skills both oral and written.
7. Able to communicate with and relate to people at all levels both internally and externally.
8. Excellent organisational and administrative skills, to ensure multiple activities are completed to deadlines.
9. Ability to work sensitively with confidential information.
10. Good liaison, networking and team working skills, with proven ability to influence decisions to ensure compliance with relevant legislation.

DESIRABLE CRITERIA:

1. Experience of developing electronic records management and collaboration tools.
2. Experience of working in higher education.
3. Knowledge of related legislation – Freedom of Information and Data Protection legislation.
4. Experience of making formal presentations.