

Records Management Advisor

Grade 9

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy.

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Corporate Services brings together the council's support services into a single directorate. Among other things, we manage the council's financial arrangements, resolve its legal issues, and manage its public image. We support the council with its purchasing of goods and services, with its admin needs, and help it manage and make best use of its information. We manage the process by which we recruit people, pay people, and look after pensions. We make sure you have the technology to do your jobs. And perhaps most importantly,

because we are a democratic organisation, we support our elected Members and advise them on matters of policy.

We will implement our vision and mission in a way that is consistent and supportive of our values. We will:

- be customer focused
- behave with integrity
- be professional at all times
- be innovative in our thinking and approach
- learn from our mistakes
- be determined in pursuit of our vision and mission
- be enthusiastic and have a "can do" mind-set
- enjoy what we do, enjoy doing it well and show our enjoyment
- be supportive of our colleagues
- bring of our best to our teams and our work
- support colleagues and actions for the benefit of service improvement

To provide efficient and effective information management and security services to Staffordshire County Council.

The Information Governance Unit is part of Corporate Services within Staffordshire County Council. The Unit is responsible for developing policies and systems enabling the management of information. This includes the requirements of the Freedom of Information Act 2000 (FOI), Data Protection Act 2018 (DPA) and other information legislation. The Unit also provides support services to all departments in the management of records and the provision of information security audits, training and advice.

Reporting Relationships

Responsible to: Information Governance Operational Lead

Responsible for: N/A

The Records Management Advisor role is integral to the implementation of the Information Management Strategy and ongoing management of compliance of applicable information and records management legislation and best practice across Staffordshire County Council. The key accountabilities are as follows:

Key Accountabilities:

- Working with service areas to establish suitable resolutions in regard to record and information management issues, providing advice and support and ensuring outcomes reflect the requirements of the Information Management Strategy.
- Explore queries by service areas, ensuring full understanding of the issues and what implications there would be in terms of compliance and what the most appropriate response would be for a positive outcome.
- Recognise the importance of maintaining the quality and integrity of records and the ability to translate records management best practice to manage records throughout the whole lifecycle by applying appropriate retention, disposal, security, access.
- Support and advise service areas through the culture change aspects of implementing a new records management system, using influencing skills where needed to help the service areas embrace and buy in to the positive change.
- To contribute and be an integral part of the development and implementation of the Electronic Document and Records Management System (EDRMS) whilst taking into consideration the wider information management strategy and governance through specialist advice and support provision to service areas.
- To assist in the implementation of the records retention schedule and development of organisational wide file plan to ensure effective records management processes and adherence to appropriate codes of practice.
- To support with the development of records management system training and procedural documentation for staff to maintain compliance with legislation and latest industry standards.

- To provide operational support to the Information Governance Team and EDRMS Project Team in the form of advice and interpreting, reviewing and updating policies and procedures in regards to records management ensuring successful implementation and engagement.
- Responsible for ensuring processes are in place for maintaining accurate access controls and appropriate measures in place to maintain secure information.
- To produce progress reports and highlight any risks to the implementation of EDRMS to ensure risks have adequate mitigation and limited impact to the project progress.

Professional Accountabilities:

The post holder should be familiar and have an understanding of the principles of record keeping and information management, including an awareness of ICO and other guidance on good practice and standards.

Person Specification:

A=assessed at Application

I=assessed at Interview

T=assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent • Holds or working towards record management qualification or relevant experience at a professional level 	A
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge of information governance, records and information management • Understanding of information governance best practice and standards • Wider knowledge of the information management discipline as a whole • Understanding of the concept and application of data protection and confidentiality • Demonstrable experience of working in an customer focused environment • Experience of working under pressure and ability to prioritise workload Understanding of the protective marking scheme 	A/I/T
	<p>Skills</p> <ul style="list-style-type: none"> • Confident communication skills including written, verbal and digital • Analytical and ability to interpret policy / information • Attention to detail with a focused and committed approach • Problem solving skills, solutions focused with an inquisitive mind • Substantial planning, organisational and time management skills 	A/I/T

	<ul style="list-style-type: none"> • Ability to work effectively in a team in both office based and virtual environments • Interpersonal skills, with the ability to liaise effectively with people at all levels. • Ability to influence & persuade • ICT skills 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**