



# Role Profile

## RECORDS MANAGER

|               |                               |       |            |
|---------------|-------------------------------|-------|------------|
| Reference No. | I225.01                       | Type  | Individual |
| Service       | Business Technology Solutions |       |            |
| Job Family    | Professional 2                | Grade | FC8        |

### Purpose

To provide professional Records Management advice and guidance to the Council relating to electronic and paper based information required for existing and future business purposes.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Providing the Council with specialist advice on best practice relating to Records Management. Promoting awareness of the Council's legal duties in relation to Records Management and engaging with the Keeper of the Records of Scotland about the Records Management Plan for Fife Council and Fife Licensing Board. Advising on retention periods for all forms of information and records.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

- Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent ✓
- Diploma or equivalent accreditation in Records Management ✓
- Significant experience in a records management role ✓

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|--|--|----------|----------|
| <b>SFIA Level 5 – Information Management</b><br>Drafting and maintaining the policy, standards and procedures for compliance with relevant legislation. Understanding the implications of information, both internal and external, that can be mined from business systems and elsewhere. Making business decisions based on that information, including the need to make changes to systems. Reviewing proposals for new digital initiatives and providing specialist advice on information management, including advice on and promotion of collaborative working and assessment and management of information-related risk. Creating and maintaining an inventory of information assets, which are subject to relevant legislation. Preparing reviews and submitting periodic notification of registration details to the relevant regulatory authorities. Ensuring that formal information access requests and complaints are dealt with according to approved procedures. | Significant experience of Information and Data Management (Take ownership – See ‘How We Work Matters’ Framework)   | ✓        |          |
| Applying best practice to Information Sharing Protocols to govern the sharing of data between organisations.   | Knowledge of best practice in sharing information between organisations (Deliver results)  | ✓        |          |
| Promoting best practice in the preservation of records in digital and paper formats for continuing business use and possible retention as an historical archive.   | Knowledge of best practice in digital records preservation<br><br>Experience of advising on data and media formats for use within ICT solutions (Focus on customers) | ✓        | ✓        |
| Building strong relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and Wider community.<br>Developing and implementing opportunities to work more effectively with partners.   | Experience of collaborative working<br><br>Experience of working with partners in both public and private sector (Work together)                                     | ✓        | ✓        |

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|---|---|----------|----------|
| <b>SFIA Level 5 – Relationship Management</b><br>Identifying the communications needs of each stakeholder group in conjunction with business owners and subject matter experts. Translating communications / stakeholder engagement strategies into specific tasks. Facilitating open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans. Negotiating with stakeholders at senior levels, ensuring that organisational policy and strategies are adhered to. Providing informed feedback to assess and promote understanding. |   |          |          |
| <b>SFIA Level 4 – Quality Management</b><br>Using quality management models and techniques to identify areas for improvement. Determining corrective action to reduce errors and improving the quality of the system and services.  | Knowledge of Quality management methods (Embrace technology and information)  |          | ✓        |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.   |   |          |          |

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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|--|--|---|---|
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**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

|  |  |   |  |                               |
|--|--|---|--|-------------------------------|
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children <input type="checkbox"/>                | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/>            | None <input type="checkbox"/> |
|  | Basic Disclosure <input checked="" type="checkbox"/> | Standard Disclosure <input type="checkbox"/>  | Enhanced Disclosure <input type="checkbox"/> |                               |

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results