

Records Manager

Reports to: Senior Compliance Officer
Direct Reports: N/A
Date: March 2009

Role	Need to Do	Need To Know
<p>Role Purpose: To develop, maintain and deliver a high quality Records Management advice, guidance and service across SPSA ensuring compliance with relevant SPSA corporate Information policies and procedures and relevant Records Management legislative requirements (including Freedom of Information, Data Protection etc).</p> <p>Role Dimension: Reporting into the Senior Compliance Officer this is the sole role providing specialist Records Management advice, guidance and service across SPSA.</p>	<p>Role Accountabilities:</p> <ul style="list-style-type: none"> • Contribute across SPSA to Information Assurance requirement and work in partnership with business managers to develop, implement and enforce SPSA Records Management (and IAO as appropriate) policy and procedures ensuring that these meet the current and future legislation, requirements of the business area (s), overall SPSA Information policies, best practice, sector standards/codes of practice. • Prepare, monitor and report on the local Records Management annual plan in line with local governance requirements. • Ensure SPSA delivered systems meet the needs of the Scottish Police Service customers, and advise SPSA IT teams how to respond to these requirements in line with legislation and best practice guidelines. • Provide specialist Records Management advice and training (to SPSA and staff of other criminal justice organisations where appropriate). • Develop a partnership approach with business managers within the organisation, and wider Criminal Justice organisations to ensure that Records Management policies and procedures contribute to the overall operational effectiveness and business performance. Work as part of SPSA wide project teams ensuring all new systems/processes/buildings etc meet with best practice and legislative requirements for Records and Information management. • Maintain and manage on site records and, along with the procurement manager, manage the contractual arrangements for off site repositories, ensuring best value is achieved for the procurement of Record Management solutions. • Carry out auditing of existing systems and processes across SPSA and off site repositories to ensure compliance with standards and Records and Information Management requirements. • Working in partnership with National Archives of Scotland and off site contractors to ensure that SPSA records are maintained in line with legislative requirements and SPSA records management policy when held off site. • Process freedom of information requests, queries and complaints in line with legislative requirements. 	<p>Skills/Knowledge/Qualifications</p> <ul style="list-style-type: none"> • Post Graduate qualification with significant Record Management component and experience in similar role. • Detailed in-depth knowledge of information governance legislation particularly Freedom of Information, Data Protection and Environmental Information Regulations. • Extensive knowledge of Record Management discipline. • Experience of developing policies and procedures and report writing. • Knowledge of office based IT system and Record Management systems. • Highly developed verbal and written communication and problem solving skills. <p>Internal& External Relationships</p> <ul style="list-style-type: none"> • Local Government groups, business/project managers across SPSA, InfoSAG, ICT, IAO procurement and Corporate Communication. • National Archives of Scotland, Society of Archivists, Records Management Society, National Committees, forces and wider Criminal Justice Organisations, Government for Standards, Scottish Government. • Public and media by virtue of FOI requests • Represent and promote SPSA at external committees, forums and networking groups/meetings (on a national level).