

MIDLOTHIAN COUNCIL
COMMUNITY SERVICES DIVISION
JOB DESCRIPTION

POST TITLE: RECORDS OFFICER
POST NUMBER: M708
SECTION: LIBRARY SERVICE
RESPONSIBLE TO: PRINCIPAL LIBRARIAN

PURPOSE OF JOB

To manage and develop the Council's modern records and historical archive service and to oversee corporate records management arrangements to ensure compliance with legislative requirements, particularly Freedom of Information (FOI) legislation.

MAJOR TASKS/JOB ACTIVITIES

Corporate Records Management

To deliver records management services to the Council and its Divisions by:

- implementing the Midlothian Council Records Management Policy;
- preparing and developing an implementation plan in connection with the Records Management Policy;
- monitoring the effectiveness of the Records Management Policy and recommending improvements and developments to the Officer Advisory Group (FOI), or the Principal Librarian as appropriate;
- providing information and support to ensure corporate compliance with Freedom of Information and other legislative requirements;
- presenting and disseminating information throughout the Council as necessary;
- initiating information and records surveys by Council Divisions as appropriate;
- providing support and guidance to Council Divisions to develop and maintain records management practices compliant with statutory requirements, particularly under Freedom of Information legislation;
- ensuring that the Council complies with all legal and regulatory records management and retention requirements;
- co-ordinating and overseeing retention scheduling practices throughout the Council;
- developing records appraisal procedures and guidelines for Divisions.

Council's Record Centre

Manage the day to day operation of the Council's Records Centre by;

- developing and managing arrangements for file registration; records retrieval and tracking; records storage and security procedures;
- managing budgets assigned to the Council's Records Centre, spending within authorised limits;
- developing and managing record disposal schedules and procedures for secure disposal by Divisions;
- assisting in the development of strategies to manage the growth of records.

Archives

Develop the Council's archival collections by;

- assisting in the development of and managing a Midlothian Council records selection policy, to identify records of historic importance for archival retention;
- sorting, listing, caring for and conserving archival materials;
- developing archival collections and exploiting materials of historic importance in connection with the Library Service Local Studies service;
- providing advice to local organisations and external agencies in the listing and conservation of their archival and other materials.

Miscellaneous

Assist with the staffing and service delivery of Local Studies, providing leave, sickness and lunch cover as required.

Participate in work of the Archivists of Scottish Local Authorities Working Group as appropriate.

Keep abreast of developments in legislation which impacts on records management.

Maintain an awareness and understanding of records management techniques, including IT developments eg digitisation and content management systems.

Undertaking any other duties which may be assigned by the Library Services Manager.

RESPONSIBLE FOR

(i.e. The number and type for whose work the jobholder is responsible or accountable.)

None.

DECISIONS MADE IN COURSE OF JOB

Appropriate advice, guidance and support to Service Managers in implementing and adopting records management policies, procedures and practices.

Recommendations of records management policies and procedures and improvements to the same, to ensure effective service delivery and compliance with Freedom of Information legislation and other statutory/regulatory requirements.

Action requirements to implement Records Management policies, procedures and practices.

Planning and prioritising own work programme.

Contributions to the strategic development of records management.

Suitable material for inclusion in archive collections.

SUPERVISION RECEIVED

The postholder reports to the Principal Librarian on a monthly basis, but is expected to exercise initiative to progress work to deliver the agreed corporate legislative implementation requirements and broad service targets in accordance with general guidance and instructions.

CONTACTS

Internal

Senior management in Library Services to notify of developments in legislation, records management systems and develop records management policies and procedures.

Liaison with nominated officers in Council Divisions including senior management to implement the Council's Records Management Policy and provide advice and guidance.

Local Studies Officer to deliver Local Studies Services.

External

Representatives of local voluntary sector organisations and other agencies to offer support in managing their archival and other records.

Participation in work of the Archivists of Scottish Local Authorities Working Group.

Assistance to the general public through work in Local Studies.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED

Essential

Diploma in Archive Administration.

Desirable

Degree in an appropriate subject.

EXPERIENCE REQUIRED

Essential

Experience of records management and archive administration and work relating to the implementation and operation of records management systems.

COMPLEXITY

The postholder is expected to undertake a work load which involves balancing an ongoing records management service with the pro-active development of the Council's archival records and implementing, monitoring and developing the Council's Records Management Policy. The postholder must keep abreast of developments in legislation and records systems, recommend developments in corporate records management systems and demonstrate a sound understanding of the pivotal place that records management has in securing compliance with Freedom of Information and other legislation. Good communication and team-working skills are essential so s/he can provide authoritative guidance and support to Divisions in adopting and adhering to sound records management procedures and practices. S/he is required to address a range of audiences when giving advice on listing and conservation of archival and other materials to local voluntary organisations and agencies and when participating in the work of the Archivists of Scottish Local Authorities Working Group.

CREATIVITY

Drafting of policies and procedures for records management for implementation across all Council Divisions.

The best method of balancing Divisional demands to ensure effective utilisation of the Records Centre.

Identification of records of historic importance for permanent retention within the Council archive.

Exploitation of archival materials to support the work of the Library Service Local Studies service.

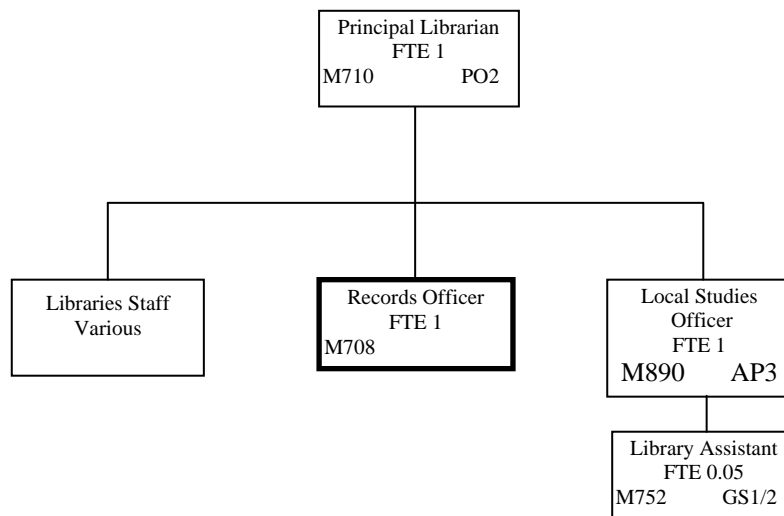
Preparation and prioritisation of work and project plans.

Contributing to the development of strategies to deal with the growth of records in various formats and the impact of new legislative requirements.

SPECIAL CONDITIONS

Single staffing of Records Centre raises concerns regarding the postholder's personal safety.

ORGANISATION STRUCTURE



POST M708 RECORDS OFFICER

I have read the job description and confirm that it is an accurate reflection of the duties and responsibilities for this post.

Jobholder

Signed Date

Supervising Officer

Signed Date

Director

Signed Date