

Records Manager Job Summary

Title:	Head of Records Management
Grade:	B3
Location:	Edinburgh
Hours:	Full time
Employment Type:	Permanent Employee

This post contributes towards the Scottish Government National Outcome: “Our Public services are high quality, continually improving, efficient and responsive to local needs”. For information on Scottish Government National Outcomes visit this [website](#).

Overview

The National Records of Scotland was the first authority to submit a Records Management Plan (RMP) under the Public Records (Scotland) Act 2011. The RMP, which was approved by the Keeper of the Records of Scotland in June 2013, documents current records management policies and procedures and outlines what work needs to be done in order to ensure continuous improvement. The Records Manager is responsible for taking forward this work. The Records Manager is supported by a network of records management champions across NRS who help to advise staff locally, and bring any issues or concerns to the attention of the Records Manager.

Main Duties

- Develop existing policies and procedures.
- Implement a monitoring and review programme to ensure that existing NRS recordkeeping policies and procedures remain relevant and up to date.
- Review current records management service provision for physical records and recommend how these could be developed.
- Develop and implement systems to better manage NRS audit trail data for information in all formats.
- Lead work to establish a practical and user-friendly solution for the future management of NRS’ electronic records
- Investigate potential technical solutions.
- Review, test, and adjust if necessary, the NRS business classification scheme (BCS) to ensure its suitability for managing NRS records within any selected electronic environment; consolidate it with other records management documentation and roll it out across NRS.
- Develop and implement records management training for staff including initial training sessions for all staff in the new records management system and regular follow up sessions to ensure staff remain aware of, and up-to-date with, developments.
- Work with colleagues across NRS to develop related internal information policies and procedures and to develop recordkeeping support and guidance mechanisms for external stakeholders and record keepers.

Competencies and Experience Required

Self Awareness

You will be a self-starter with a positive, flexible attitude; resilient and able to stay calm when facing tight deadlines. You will be well organised and able to plan and prioritise your work in order to deliver results within defined timescales. You will be equally comfortable in a leadership role or working within a team environment. You will be willing to develop new skills as necessary.

Analysis & use of Evidence

You will be able to analyse, organise and collate complex information about the way records are created and used across NRS. You will be able to apply records management principles and best practice standards to this information to achieve continual improvement of NRS' existing records management procedures and to produce the records management aspects of a specification for managing NRS' electronic records. You will be able to interpret legislation and standards to produce clear, effective advice and guidance for colleagues at all levels of the organisation.

Improving Performance

You will have excellent communication skills in order to engage and maintain relationships with a wide variety of internal and external stakeholders. This will include reporting to the Senior Management Team, delivering training and managing a cultural change for the NRS.

Essential Criteria

- Experience of developing and/or implementing records management policies and procedures.
- A thorough knowledge and understanding of the theory and practice of records and information management.
- Knowledge of the legislation and international standards governing records management.
- Proven planning and organisational skills, including the ability to handle large and complex amounts of information and meet tight deadlines.
- A high degree of ICT literacy.

Desirable Criteria

- Knowledge of RM software applications and their use
- Experience of assessing the suitability of EDRM systems
- Experience of working on formal projects.
- Experience of training staff successfully in new policies and procedures.
- A thorough knowledge and understanding of the business of NRS.

Information about the Branch/Unit/Team

The post reports directly to the NRS Head of Portfolio and Corporate Services (C2) and is located in Ladywell House, Ladywell Road, Edinburgh.