

Post title	Records & Archives Officer
Division / Section	Legal & Assurance / Democracy Governance & Resilience / Information Governance Unit
Department	Corporate Resources
Responsible To	Information Asset Manager
Number of post holders	6
Acting up/ Secondment	No

Purpose of Job

Responsibility for assisting with the development and promotion of effective information asset management across the Council, with particular reference to archives and records management, including the provision of an effective archives service for the City of Edinburgh and its citizens.

MAJOR TASKS/JOB ACTIVITIES

- Assist with the development, implementation, revision and maintenance of records management policies, guidance, procedures and tools to help the Council meet its statutory obligations under the Public Records (Scotland) Act 2011.
- Assist with the development and implementation approaches to help improve the management of the Council's information assets.
- Ensure that the Council's historic records are preserved and managed in accordance with professional standards and recommendations.
- Develop and implement conservation/ preservation programmes to identify and prioritise records in need of repair and protection.
- Operate the archival searchroom to professional standards and facilitate physical access to records.
- Provide an effective remote reference and enquiry service for internal and external stakeholders in line with Council policy, procedures and statutory obligations, while minimising any potential information risks.
- Undertake a range of projects/ areas of work in archives, records management and information risk ensuring outcomes are delivered on time and to a high standard.
- Research best practice, processes, methodologies and approaches to information governance, in particular archives and records management.
- Assist with the provision of regular performance reports for senior management and highlighting of information risks.

- Promote awareness of the Council's historic records and corporate memory and encourage greater engagement and use through outreach initiatives and activities for internal and external stakeholders.
- Facilitate greater access to Council records through the development and implementation of online access projects and digitisation initiatives.
- Apply professional skills to the appraisal, selection, arrangement, description and indexing of records of all formats and from all periods, in line with professional standards and best practice guidelines.
- Subject to the approval of the Information Asset Manager, the post holder will take responsibility for the preparation and content of reports, strategic plans, briefings, presentations other documents for Council meetings, external agencies, senior officers (including the Council Management Team) and the relevant committees, as well as business and stakeholder groups.
- Provide supervision and training for work placements and volunteers.
- Provide guidance and training to Council services to ensure appropriate levels of awareness around information governance, in particular archives and records management.
- Audit and assess records management and information governance practices across the Council.
- Support the implementation of information governance policies to ensure full adoption across the Council promoting understanding and alignment with the council's aims and objectives.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.
- Support the Council's democratic process, including Executive Committees, Neighbourhood Partnerships, meetings of the Council, and Elected Members etc.

Supervision and Management of People (Numbers and type of staff)

No supervisory responsibility other than assisting in work familiarisation and providing general guidance to other staff and volunteers.

Creativity and Innovation

The post holder is required to help develop and implement policies and processes for use across the Council in relation to information governance and the management of the Council's information assets, with particular reference to archives and records management. This will involve solving a range of information governance and management related issues and giving advice based on professional knowledge.

Contacts and Relationships

The post holder is required to develop and maintain effective relationships with internal and external stakeholders. These relate to the delivery of a specialist service and will have a wide ranging impact on the Council's ability to comply with information governance legislation.

The post holder will work cross all Council services with officer contact at all levels within the organisation, including the provision of expert advice and guidance, and representation on internal and external working groups. The post holder may be required to overcome opposition in the provision of the service.

Decisions (Discretion)

The post will provide advice, recommendations and proposals to Council staff relating to policy, service practice and provision for specialist services impacting across the Council.

Decisions (Consequences)

Decisions made by the post holder will help the Council meet its statutory obligations under information governance legislation.

Decisions are subject to scrutiny and sanction from external regulators and impact across all Council directorates covering the entire City.

Resources

Responsible for the equipment and materials associated with the post, including a shared responsibility for service specific archival and records management software.

Environment – Work Demands

The post holder will have autonomy to allocate their own time to prioritise work load, resolve problems, queries and interruptions.

Environment – Physical

The post holder will work primarily in an office environment; however, on-site attendance at the Council's Archives Store and Records Centre will be required on a regular basis. This will involve major physical effort (e.g. moving records) and may place physical demands on the post holder.

Environment – Working conditions

The post holder will work primarily in an office environment; however, on-site attendance at the Council's Archives Store and Records Centre will be required on a regular basis. This will involve major physical effort (e.g. moving records) and may place physical demands on the post holder.

Environment – Work Context

This is a post based in both an office and warehouse environment. In addition, the post holder will be required to visit a range of Council offices and sites and may have to work in very demanding conditions, including warehouses, basements and attics.

Knowledge and Skills

The post will require knowledge and skills equivalent to a postgraduate level in a relevant discipline.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and

that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached. Specific to area of operation.