



POST TITLE	SENIOR RECORDS AND ARCHIVES OFFICER
DIRECTORATE	CORPORATE SERVICES
SERVICE	INFORMATION GOVERNANCE
RESPONSIBLE TO	INFORMATION ASSET MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To lead the effective delivery of the Council’s archives and records management function, and to support the continuous development and implementation of a consistent and robust framework that ensures that the Council can meet its statutory obligations under public records legislation, including associated codes of practice and professional standards.

‘THE WHAT’ – MAJOR TASKS AND JOB ACTIVITIES

- Deputise for the Information Asset Manager or represent the Council as required.
- Lead the development and implementation of appropriate archives and records management processes, tools, standards, guidance, and communication initiatives for use across the Council.
- Develop, implement, and embed archives and records management policies and processes across the Council in relation to Scotland’s public records legislation, and other associated legislation.
- Manage the archives and records management enquiry services, providing a focal point for expert advice and review for team members responding to internal and external stakeholders.
- Manage and maintain public access to the Council’s archives, leading on change and improvement to meet professional standards.
- Lead the development and implementation of conservation and preservation programmes to identify and prioritise archival records in need of repair and protection.
- Manage archive storage conditions, disaster preparedness and production processes, coordinating responses to issues and ensuring collections are effectively managed, preserved, and secured.
- Develop and administrate the Council process in relation to records retention through maintaining the Council’s Record Retention Schedule, coordinating, and leading on changes to the Council’s retention rules when required.
- Develop and provide guidance and training to Council services to ensure appropriate levels of awareness around archives and records management, and information governance issues more generally.
- Lead on audit and assessment of archives, records management, and wider information governance practices across the Council.
- Lead and manage outreach initiatives to promote a greater awareness of the Council’s historic records, including increased stakeholder engagement with the Council’s civic and corporate memory.
- Draft regular performance reports for the Information Asset Manager, and senior management when required, highlighting any risks or concerns.
- Assess and respond to any complaints received in relation to any archive and records management process.

- Lead a range of projects and workstreams, utilising the appropriate management tools and systems, to ensure outcomes are effectively delivered.
- Manage the supervision and training for work placements and volunteers.
- Prepare reports, strategic plans, briefings, presentations and other documents for Council meetings, external agencies, senior officers (including the Council Leadership Team) and the relevant committees, as well as business and stakeholder groups.
- Support the Council's compliance with statutory inquiries by working with Council services to identify, secure and provide access to relevant records from across the Council, as well as researching and drafting responses as required.
- 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.
- Assess and respond to any queries or regulatory instructions from regulators about archives and records management issues
- Research best practice, processes, methodologies, and approaches to archives and records management.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.
- Participate in internal and external groups and activities to promote better record keeping within the Council.
- Represent the Council at regional and national groups which relate to archives, records management and information governance issues more generally.
- Support the Council's democratic process, including Executive Committees, Neighbourhood Partnerships, meetings of the Council, Elected Members etc.
- This list is indicative of activity, not exhaustive, and describes a range of typical activities undertaken by the postholder.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, CONTACTS & RELATIONS, DECISION MAKING)

- Expert knowledge of legislation, associated codes of practice and professional standards, including: the Public Records (Scotland) Act, 2011; the Pupils' Educational Records (Scotland) Regulations 2003; TNA Archive Service Accreditation standard; the ISO 30300 *Management Systems for Records* series; ISO 15489 *Information and documentation — Records management*; and ISO/TR 19814 *Information and documentation — Collections management for archives and libraries*.
- The post will require knowledge and skills equivalent to a postgraduate level in a relevant discipline.
- The post holder is required to help develop and implement policies and processes for use across the Council in relation 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.
- 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 archives and records management 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.
- The post holder will provide advice, recommendations and proposals to Council staff relating to policy, service practice and provision for specialist services impacting across the Council.
- The post holder will support team members by reviewing and commenting on their written responses to archives and records management related queries and allocating them tasks around archive access, preservation, and records retention, as well as project related activities.
- 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.

ENVIRONMENT

- The post holder will have autonomy to allocate their own time to prioritise workload, resolve problems, queries, and interruptions, including the need to meet pressurised timescales and deal with sensitive and distressing content in records from time to time.
- The post holder will be based in both office and warehouse environments on a rota basis for most of their time. In addition, the post holder will be required to visit a range of sites (e.g. attics, basements and warehouses) to review and secure archives and records on an ad-hoc basis. This can require short periods of significant physical effort.
- The post holder will be required to respond to and manage crisis situations with the ability to prioritise and reallocate resources.
- The post holder will support a service function interpreting changing local and national factors impacting on the service.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The postholder will be responsible for supervising and directing staff to ensure the effective management of the archives and records management service.
- The post holder will review, where required, responses by other staff to ensure the advice provided is in line with Council policy, procedures and statutory obligations, as well as professional good practice.
- Particular projects, working groups and other tasks are also likely to require the post holder to take responsibility for staff and resources from other Council areas and to chair and manage project teams. In this role, the post is expected to advise the Corporate Leadership Team, senior managers, managers, and officers effectively and diplomatically across the Council on key information governance developments, plans and projects.

RESOURCES

- Responsible for the equipment and materials associated with the post and associated projects.
- Responsible for maintaining and authorising the use of the team's specialist preservation supplies, which are used to maintain collections and mitigate damage from incidents. The postholder will also be responsible for maintaining and developing the Council's Archives collections management software (i.e. CALM), determining how it should be used and producing activity reports for the Information Asset Manager.

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.