

Recruitment person specification

Post being recruited for: Information Asset Officer

Council core competencies

These apply to all posts

These apply to posts with responsibility for managing people or resources

Being customer / client focused

Leading others

Working effectively with others

Managing performance and developing others

Managing change

Political sensitivity

Taking ownership and responsibility

Communicating effectively

Planning and decision making

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Experience of working in an organisation of comparable scope, size and complexity

Experience of responding to enquiries from a range of requesters, both internal and external

Experience of delivering training to colleagues

Experience of working in a local authority archives/ records management environment

Experience of advising internal stakeholders on a range of record keeping issues

Experience in maintaining a central records storage service

Knowledge, skills and understanding

Understanding of local authority functions, activities and typical information assets

Knowledge and experience of records management controls and processes.

Ability to analyse and evaluate complex issues and develop and implement appropriate solutions

Ability to develop and maintain strong and positive relationships with colleagues to influence behaviours and project outcomes

Knowledge and understanding of relevant professional, regulatory and statutory frameworks in relation to archives and records management

	Ability to work on your own, using your own initiative within set boundaries across multiple work sites Ability to assess a range of different information assets to identify strengths and weaknesses	
Qualifications and training	The post will be expected to be qualified to SVQ4 or equivalent.	Recognised postgraduate certificate in records management or equivalent experience
Job specific requirements	Experience of maintaining and managing digital records in IT systems Experience of using records management controls within Microsoft 365	Experience maintaining an Information Asset Register Experience of using AI tools in a work environment