

Recruitment person specification

Post being recruited for: Senior Records & Archives Officer (Digital Governance)

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	• Experience of working in an archives/ records management team of comparable scope, size, and complexity. • Experience of leading and supporting team members in work related activities. • Experience of advising internal and external stakeholders on archival, records management and information related matters. • Experience in writing and developing formal documentation to support key outcomes. • Experience of working on projects/ programmes in relation to archives and records management. • Experience of delivering training, briefing sessions, and outreach initiatives to a wide range of stakeholders.	• Experience of working in a local authority archives/ records management environment. • Experience of managing projects
Knowledge, skills and understanding	• Knowledge and understanding of relevant professional, regulatory, and statutory frameworks in relation to Scottish archives and records management legislation. • Knowledge and experience of records management systems and processes. • Knowledge of Scottish local authority functions and activities, and associated records. • Knowledge of risk management in relation to information governance. • Ability to negotiate and communicate effectively at all levels within the organisation (both verbally and in writing) and present	• Knowledge of business process management in relation to records management. • Knowledge of UK Data Protection and Scottish Information Rights legislation • An understanding of the political processes within Scottish local authorities.

	arguments/ views and information in a coherent and cogent manner. • Strong evaluation and analytical skills and the ability to analyse complex issues. • Ability to design processes and procedures to deliver improved records management and information governance across the Council. • Sound appreciation of the complexity and diversity of a large organisation, and experience of dealing with a range of professions and interests that are encompassed within it.	
Qualifications and training	• Qualified to degree level. • Postgraduate qualification in archives/ records management or equivalent evidence of experience. • Evidence of continuous professional development.	
Job specific requirements	• Knowledge of Microsoft 365 governance tools within Purview • Knowledge of the UK AI governance landscape of strategies, principles and ethical best practice • Experience of designing and implementing records management controls including labels and policies within Microsoft 365 • Experience of using AI tools in a work environment	• Knowledge of digital archive preservation standards, tools and best practice. • Experience of contributing to major data migration project