

THE MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY			
POST TITLE:	Records & Heritage Manager	DEPARTMENT:	Education & Social Care
SECTION:	Libraries & Information Services	LOCATION:	Elgin Library
REPORT TO:	Principal Librarian		
GRADE:	10	POST NO:	MOR

(2) JOB PURPOSE AND WAY OF WORKING
Effectively develop, manage and co-ordinate the Council's records management functions and lead the development and delivery of effective Heritage Services.

(3) MAJOR TASKS
3.1 Develop, implement and review a corporate governance framework and archive strategy and plans and processes that support the priorities and statutory obligations of the Council.
3.2 Oversee and continue to develop the corporate information security storage that enables the Council to effectively discharge its responsibilities for information security across all services thereby managing the major information risks to the Council's reputation, public confidence and the integrity of all information systems.
3.3 Ensure compliance with legal requirements under the Public Records (Scotland) Act 2011, the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998, copyright directives and other relevant legislation.
3.4 Ensure the effective development and delivery of Local Heritage Services that meet council priorities and statutory obligations.
3.5 Recruit, train and develop staff and provide motivational leadership.
3.6 Ensure efficient and effective partnerships, pursue and secure opportunities for joint ventures and funding as appropriate.
3.7 Prepare budgetary proposals and ensure adherence to agreed administrative and financial procedures.

(4) REPORTING RELATIONSHIPS This job is indicated by *		
Principal Librarian		
Records & Heritage Manager*		
Local Heritage Officer	Information Co-ordinator	Records Management Support Officer (Temporary)

(5) DUTIES TYPICALLY INCLUDE:

5.1 Develop, implement and review a corporate governance framework and archive strategy and plans and processes that support the priorities and statutory obligations of the Council.

- 5.1.1 Continuously ensure the effective implementation and review of the corporate records management and archives strategies, plans and processes.
- 5.1.2 Ensure efficient and effective liaison with all council departments in implementing policies, through the provision of advice and training, briefing notes and regular meetings.
- 5.1.3 Lead appropriate inter-departmental teams in implementing and reviewing of the corporate governance framework and archive strategy.
- 5.1.4 Review conservation and preservation priorities and programmes, recommend future programmes with costs and lead programme implementation.
- 5.1.5 Develop digitisation programmes and service expertise in relation to digitisation of records, archives and other local heritage materials.
- 5.1.6 Ensure effective liaison with the National Records of Scotland and others in relation to potential joint conservation and digitisation programmes.
- 5.1.7 Continuously review storage conditions and requirements to ensure statutory and service obligations.
- 5.1.8 Identify and review appropriate corporate records systems based on service requirements.
- 5.1.9 Review, in consultation with departments, the Records Management Policy for manual and electronic records.
- 5.1.10 Oversee and monitor the design and implementation of file referencing, retention, destruction and archiving procedures.
- 5.1.11 Effectively contribute to the further development of electronic records management systems in liaison with ICT and departments, ensuring appropriate protocols, cataloguing and metadata standards.
- 5.1.12 Recommend, implement and monitor appropriate quality systems for those services within the post's remit.
- 5.1.13 Ensure effective adherence to wider quality systems, including PSIF, How Good is Our Public Library Service and others as appropriate.
- 5.1.14 Recommend, implement, co-ordinate and monitor performance indicators and performance measurement and ensure targets are met.
- 5.1.15 Prepare management reports and operational manuals.
- 5.1.16 Ensure effective contribution to and implementation of Service Improvement Plans.
- 5.1.17 Provide expert advice, guidance and support on all areas of information governance including but not limited to Data Protection Act 1998, the Freedom of Information (Scotland) Act 2002, copyright directives and other relevant legislation including Access to Pupil records.
- 5.1.18 Ensure the framework addresses the council's responsibilities under the Data Protection Act 1998 in relation to ensuring personal and sensitive information is kept secure, used for the purposes for which it is obtained and shared appropriately as necessary and in accordance with the Data Protection Act 1998.
- 5.1.19 Provide advice and support to the Council's Data Controller to assist them to fulfil their data protection responsibilities.
- 5.1.20 Contribute as a member of the Council's Information Assurance Group towards the provision of strategic oversight and co-ordination of data protection and information

(5) DUTIES TYPICALLY INCLUDE:

security issues across the Council.

5.1.21 Streamline Council policies and procedures in relation to data protection responsibilities to ensure a consistent approach is adopted across all services of the Council including reporting and investigation of breaches.

5.1.22 Investigate alleged data protection breaches in line with agreed corporate procedures and ensure appropriate interventions and improvements are subsequently put in place when required.

5.1.23 Gather, analyse and report on breaches of data protection or information security, making recommendations and ensuring consistent application of any improvements in practice across the Council.

5.1.24 Ensure the Council's Publication Scheme meets the requirements of the Freedom of Information (Scotland) Act 2002 and is being implemented effectively.

5.2 Oversee and continue to develop the corporate information security strategy that enables the Council to effectively discharge its responsibilities for information security across all services thereby managing the major information risks to the Council's reputation, public confidence and the integrity of all information systems.

5.2.1 Review and develop the corporate information security strategy, in conjunction with other appropriate Council officers to ensure the preservation of confidentiality, the integrity and the availability of information including authenticity, accountability, non-repudiation and reliability.

5.2.2 Provide advice and support to the Council's Senior Information Risk Owner to assist them to fulfil their responsibilities in relation to information risk assessment and management, contributing to the development of a risk management approach.

5.2.3 Facilitate the risk management approach across services to ensure the Council and its employees manage information legally using a variety of communication and training tools to do this effectively.

5.2.4 Develop clear protocols for sharing information with other organisations that ensure the integrity of the systems the Council uses for the management and use of information, particularly from risk due to insecure interaction with other systems.

5.2.5 Develop clear protocols, as part of the information security strategy, to provide a structure that enables officers to protect the reputation of the Council and maintain public confidence in the Council's ability to manage information.

5.2.6 Responsibility for preparing and implementing all information sharing protocols, data processing agreements and other similar agreements entered into on behalf of the Council in liaison with the service and Legal services.

5.3 Ensure compliance with legal requirements under the Public Records (Scotland) Act 2011, the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998, copyright directives and other relevant legislation.

5.3.1 Ensure the effective implementation of the Records Management Plan under the Public Records (Scotland) Act 2011, including contributing to the annual internal audit of the Council's RMP in line with element 13 of the Plan and as agreed with the Keeper of the Records of Scotland.

5.3.2 Advise the council of its statutory responsibilities in relation to records management, storage and preservation of records.

5.3.3 Ensure that the council's Publications Scheme meets the requirements of the Freedom of Information (Scotland) Act and is effectively being implemented.

5.3.4 Provide appropriate advice to departments in respect of Data Protection and copyright

(5) DUTIES TYPICALLY INCLUDE:

issues and carry out any related training and publicity programmes in relations to these requirements.

5.3.5 Ensure effective liaison with the Keeper of the Records of Scotland, Information Commissioner and other appropriate organisations.

5.4 Ensure the effective development and delivery of Local Heritage Services that meet council priorities and statutory obligations.

5.4.1 Ensure the effective development and delivery of local heritage services that involve more people in their heritage and meet council priorities.

5.4.2 Ensure the attainment of agreed customer service standards in respect of users of the service.

5.4.3 Ensure appropriate acquisitions, conservation, storage, documentation, organisation and availability of local heritage materials and information.

5.4.4 Effectively contribute to and lead as identified, appropriate ICT applications in respect of the local heritage service's needs.

5.4.5 Plan, participate in and ensure the effective delivery of programmes of outreach activities, volunteer initiatives, promotions and marketing that meet council priorities.

5.4.6 Review existing premises used by departments for the storage of records, identify their suitability and prepare corporate guidelines to ensure future appropriate storage and contribute to the preparation of design briefs in respect of any proposed new archive storage requirements.

5.4.7 Identify ongoing upgrade and maintenance programmes in respect of facilities used for storing archives or records.

5.4.8 Ensure adherence to appropriate Health & Safety procedures and carry out risk assessments.

5.5 Recruit, train and develop staff and provide motivational leadership.

5.5.1 Agree with departments and appropriate working groups training and development needs in respect of Records Management and implement training in relation to agreed priorities.

5.5.2 Provide effective support to those staff with Records Management responsibilities in all departments.

5.5.3 Interview and select staff.

5.5.4 Identify priorities for staff and ensure workloads are reasonable.

5.5.5 Identify training and development needs and implement training plans in relation to service plans and priorities.

5.5.6 Develop opportunities for and secure the effective recruitment, training and deployment of volunteers.

5.5.7 Implement the council's ERDP and carry out appraisal as appropriate.

5.5.8 Carry out such duties as may be required in terms of the council's disciplinary and grievance procedures.

5.6 Ensure efficient and effective partnerships, pursue and secure opportunities for joint ventures and funding as appropriate.

5.6.1 Implement agreed consultations.

5.6.2 Effectively liaise and co-operate with local organisations, the business community, community groups, heritage organisations and tourism providers to ensure services and collections meet user needs and achieve service objectives.

(5) DUTIES TYPICALLY INCLUDE:

5.6.3 Liaise and co-operate with other council services and community planning partners to achieve service and corporate objectives.

5.6.4 Participate in Community Planning developments and delivery.

5.6.5 Develop and deliver partnership and funding opportunities that achieve effective outcomes.

5.6.6 Research user needs and trends.

5.7 Prepare budgetary proposals and ensure adherence to agreed administrative and financial procedures.

5.7.1 Prepare capital and revenue budgetary recommendations and ensure adherence to agreed budgetary provision.

5.7.2 Ensure adherence to agreed administrative and financial procedures.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

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PERSON SPECIFICATION

Post: Records & Heritage Manager
Department: Education & Social Care
Date Specification Completed: 4 July 2014

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	<ul style="list-style-type: none"> • Considerable experience of professional records and/or archives management. • Experience of supervising, developing, training and advising staff. • Experience in budget handling and monitoring. 	<ul style="list-style-type: none"> • Experience of Local Heritage Services. • Experience of Chairmanship and leading teams /working groups.
(2) Education and qualifications*	<ul style="list-style-type: none"> • Graduate/post graduate in records management and/or archives administration. • Registration with Society of Archivists. 	<ul style="list-style-type: none"> • Willingness to undertake further training.
(3) Skills/abilities (general)	<ul style="list-style-type: none"> • Experience in giving presentations and effective negotiating skills • Ability to undertake own administration using Microsoft office packages. • Proven innovator • Self confident and self motivated. 	<ul style="list-style-type: none"> • Ability to develop training plans. • Experience of measuring performance.
(4) Skills/abilities specific to post *	<ul style="list-style-type: none"> • Demonstrable knowledge of local government functions. • Experience of implementing records systems, including electronic systems. • High awareness of emerging issues in archives, information management and local heritage services. • Working knowledge of ICT applications related to records management, archives and local heritage including digitisation. • Knowledge of PRSA, FOI, Copyright and Data Protection legislation and directives. 	<ul style="list-style-type: none"> • Knowledge of external funding sources. • Experience of preparing successful funding bids. • Experience of preparing facilities briefs and service plans.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	<ul style="list-style-type: none"> • Knowledge of Archive, Records Management & Local Heritage facilities requirements. • Ability to contribute to service development. • Knowledge of appropriate management information and quality systems. 	
(5) Inter-personal and social skills	<ul style="list-style-type: none"> • Effective organisational and time management skills. • Ability to solve complex problems. • Ability to understand needs of departments and external users. • Commitment to high standards of service and achievement of results. • Appreciation, acceptance of and a commitment to the importance of confidentiality. • Willing to accept direction/ delegation. 	
(6) Working environment & physical demands	<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs and demands of the service. • Ability to work in an open plan/shared office. • Ability to work in different offices dependent on service requirements. 	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	NO
Satisfactory pre-employment medical screening required?	NO