

## Corporate Records Manager Job Description

### Job summary

<b>Salary</b>	Grade - B3
<b>Location</b>	Edinburgh
<b>Hours</b>	Around 37.00 per week
<b>Closing Date</b>	10 January 2018 at midnight
<b>Reference</b>	IRC54759
<b>Employment Type</b>	Permanent Employee

**Eligible Grades** – All

**Location** – Saughton House, Edinburgh

**Further information** – Staff on any working pattern may apply

### Overview

Information and Technical Services (iTECS) Knowledge and Information Management (KIM) branch is made up of two teams – the Library Service (LS) team and the Records Management (RM) team. The former focusses on published materials and works closely with the National Library for Scotland; the latter manages all aspects of the SG responsibility to managing the corporate record through applying the policies and rules of the SG Corporate Record Plan (CRP). The team works closely with colleagues from The National Records of Scotland (NRS) and the Keeper of the Records has approved the SG CRP.

The post holder will be the Scottish Government (SG) Corporate Records Manager (CRM). This is an official corporate role in the SG Corporate Records Management Plan ratified by the Keeper of the Records at National Records for Scotland and is the business owner of the CRMP on behalf of the Executive Team in particular the Senior Information Risk Officer (SIRO) and Chief Operations Officer (COO).

The post sits within the KIM branch which is headed by a C1 (ICT). This post will report to the Branch Head and iTECS Senior Leadership Team as required. The post has line management responsibility for 2 x B2 (Deputy CRM and Scottish Child Abuse Inquiry (SCAI) RM Team Leader) 2 x B1s and 4 x A3 / MAPs.

### Main Duties

Project managing work on behalf of the COO and Branch Head to deliver increased document and records management capability and professionalism across Scottish Government. Operating autonomously and exercising high standards of discretion and judgement. Liaising closely with senior stakeholders across Scottish Government and its agencies and a large range of information and knowledge management professionals and support roles within SG.

Providing direct professional advice and support senior staff in SG in delivering their wider strategic objectives to build information management capability including consulting and engaging with stakeholders across SG and the wider public sector and becoming an ambassador for records management capability.

Proactive collaboration and networking with Records and Information Management professionals in the public and private sector to maximise resources and increase capability, performance and staff development.

Active participation in the RM professional working groups across the UK government. Leading work to develop a plan for building records and information management capability within Scottish Government, including how we identify and build capability for new and emerging skills and fill skills gaps and develop and enhance information management leadership capability.

As Business Owner of the Corporate File plan, leading work to further develop the eRDM tool and its exploitation by all staff across the SG and it's SCOTS Connect community as applicable to best maintain the corporate record.

### **Essential Criteria**

1. Strong demonstrable working knowledge of records management policies and procedures and SCOTS in particular eRDM
2. Ability to operate effectively in a demanding area where there are conflicting demands between proactive and reactive tasks.
3. Ability to develop and sustain credible and effective relationships with internal and external stakeholders applying project management principles and tools to deliver as required.
4. Ability to work in a small team with minimal supervision and to use evidence drawn from a wide range of sources to inform decisions and actions.

### **Competencies**

People Management  
Improving Performance  
Communications & Engagement  
Analysis and Use of Evidence