

Deputy Corporate Records Manager Job Description

Job summary

Salary	Grade – B2
Location	Edinburgh
Hours	Around 37.00 per week
Closing Date	2019 at midnight
Reference	IRC
Employment Type	Permanent Employee

Eligible Grades – All

Location – Saughton House, Edinburgh

Further information – Staff on any working pattern may apply

Overview

The eRDM Records Management and Operations Team are responsible for administering the eRDM system and providing guidance on good records management practice. The Team is also responsible for managing the Scottish Government (SG) corporate record through applying the policies and rules of the SG Records Management Plan which has been approved by the Keeper of the Records.

The post holder will work closely with the Corporate Records Manager to ensure that SG comply with legislation and meet our legal obligations for managing information. They will also play a lead role in the continuation of the project to digitise all SG information in line with the Digital First Agenda.

This post will report to the Corporate Records Manager and have line management responsibility for 2 x B1s (eRDM Records Management Team Leader and the Central Scanning Unit Manager).

Main Duties

Provide records management advice to colleagues to ensure that the corporate record is appropriately maintained and legislative and legal obligations are met.

Develop file plans for organisations who opt to use the SG instance of eRDM and assist existing eRDM users with the restructuring of current file plans where required.

Support the Corporate Records Manager in projects to deliver increased document and records management capability and professionalism across SG. The post holder will liaise closely with senior stakeholders across SG and its agencies and a large range of information and knowledge management professionals and support roles within SG.

Support the Corporate Records Manager in 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. Good planning and organisational skills, and the ability to respond quickly and flexibly to new demands and manage competing priorities and tasks.
3. A high standard of written and oral communication skills, with an ability to present information clearly and concisely.
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

Self Awareness

Communications and Engagement

Analysis and Use of Evidence