

 **JOB DESCRIPTION**  (Form HRJDES June 2017)

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| **Job Title**  | Temporary Records Officer  |
| **Post Number**  |  |
| **Responsible To**  | Knowledge and Information Officer  |
| **Responsible For**  | No line management responsibility |
| **Grade** | Scale 6, spinal column points 26-31 £23,866 - £28,221  |
| **Hrs** | 36.25hpw  |
| **Location** | Corporate Programme and Intelligence Department, Lancashire Fire and Rescue Service HeadquartersGarstang Road,Fulwood, PrestonPR2 3LH |
| **Other terms and conditions** | National Joint Council for Local Government Services A flexi time scheme is in operation  |
| **Special Requirements**  |  |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Valuing our people so they can focus on making Lancashire safer.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do.

‘**STRIVE’** reflects the Service’s on-going desire to make great effort to achieve our purpose of making Lancashire safer:

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

You can read our full [Integrated Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/01/Integrated-Risk-Management-Plan.pdf)

Job Role

Responsible for Records Management for the Service, the Records Officer will develop policy, design and manage document and records management solutions as part of the Information Governance team and support the Service in all matters relating to records including the retention, storage and disposal thereof.

Responsibilities

* Assist in the development and implementation of corporate records management policies; reviewing and developing new procedures and practices to ensure the effectiveness of the Record Management within the Service.
* Provide advice and support across LFRS on all areas of records management.
* Provide detailed advice and guidance to departments on standards and best practice in record keeping for both paper and electronic records.
* Monitor and interpret current legislative and regulatory frameworks, in conjunction with the data protection specialists, to ensure information compliance.
* Survey and analyse current paper and electronic records, filing systems and processes.
* Provide advice on and implement business classification schemes linked to record retention, the access and security controls applied through our SharePoint system and other, related information systems.
* In association with IT, develop the existing document and records platform into a full cross-Service document and Records management solution; lead the further development of appropriate controlled vocabulary and metadata and manage the migration of existing electronic records into that solution.
* With oversight from the Corporate Systems and Governance Manager, and the Information Governance team, develop, implement and maintain records management, including all processes, procedures and related documentation to support robust, long-term records management practise across the Service.
* Manage retention schedules to ensure records are disposed of at the right time or transferred to the LCC Records Management archive. Take decisions on the selection of records for permanent preservation and arrange for the transfer of those records identified to the LCC County Archive.
* Provide advice and support and manage data concerning the transfer, storage and disposal of records, both in digital and manual form, ensuring accuracy and consistency of the data and liaison with and monitoring of activities as necessary.
* Support all departments across the Service in maintaining and updating the Information Asset Register, identify Information Asset Owners and Information Asset Administrators and provide individuals with training on their responsibilities, as required.
* Support the delivery of the Service’s Information Management Strategy.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work.

**EMPLOYEE SPECIFICATION**

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| **Post Title**  |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Degree level qualification in a relevant subject. | **X** |  | **A,V** |
| **Experience**  |  |  |  |
| An in depth understanding of records management issues | **X** |  | **A,I,R** |
| Practical experience of document and record management practises  | **X** |  | **A,I,T,R** |
| Experience of working with IT systems related to document and/ or records management. | **X** |  | **A,I,R** |
| Making decisions around the classification and/or categorisation of records | **X** |  | **A,I,T,R** |
| **Knowledge, Skills and Abilities**  |  |  |  |
| Excellent ICT skills including advanced Excel skills | **X** |  | **A** |
| Ability to work alone and in a team | **X** |  | **A,I** |
| Ability to advise others within the Service in relation to records management. | **X** |  | **A,I** |
| Ability to present to small groups or individuals at all levels of the Service. | **X** |  | **A,I,T** |
| Knowledge of current guidelines for Records Management | **X** |  | **A,I** |
| Disciplined and organised approach to work | **X** |  | **A,I,T** |
| Excellent communication skills, both written and verbal | **X** |  | **A,I,T** |
| Ability to prioritise and meet target deadlines | **X** |  | **A,I** |
| The ability to apply knowledge of health and safety as it is applicable to the job role.  | **X** |  | **A,I** |
| A commitment to inclusion, equality and diversity.  | **X** |  | **A,I** |

**KEY**

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |