

**MIDLOTHIAN COUNCIL
NEW JOB DETAILS FORM**

JOB TITLE: RECORDS OFFICER	POST NO(S): M708
JOB FAMILY: PARA-PROFESSIONAL & TECHNICAL - GRADE 7	
SECTION/UNIT: LIBRARY SERVICES	
SERVICE: COMMUNITIES & SUPPORT SERVICES	
DIVISION: EDUCATION AND CHILDREN'S SERVICES	
REPORTING TO: LIBRARY SERVICES MANAGER	
REPOSIBLE FOR: NONE	
JOB PURPOSE: To manage and develop the Council's modern records and historical archive service and to oversee corporate records management arrangements to ensure compliance with legislative requirements, particularly Freedom of Information (FOI) legislation.	
KEY OBJECTIVES <u>Corporate Records Management</u> To deliver records management services to the Council and its Divisions by: <ul style="list-style-type: none">• implementing the Midlothian Council Records Management Policy;• preparing and developing an implementation plan in connection with the Records Management Policy;• monitoring the effectiveness of the Records Management Policy and recommending improvements and developments to the Officer Advisory Group (FOI), or the Principal Librarian as appropriate;• providing information and support to ensure corporate compliance with Freedom of Information and other legislative requirements;• presenting and disseminating information throughout the Council as necessary;• initiating information and records surveys by Council Divisions as appropriate;• providing support and guidance to Council Divisions to develop and maintain records management practices compliant with statutory requirements, particularly under Freedom of Information legislation;• ensuring that the Council complies with all legal and regulatory records management and retention requirements;• co-ordinating and overseeing retention scheduling practices throughout the Council;• developing records appraisal procedures and guidelines for Divisions. <u>Council's Record Centre</u> Manage the day to day operation of the Council's Records Centre by: <ul style="list-style-type: none">• developing and managing arrangements for file registration; records retrieval and tracking; records	

**MIDLOTHIAN COUNCIL
NEW JOB DETAILS FORM**

storage and security procedures;

- managing budgets assigned to the Council's Records Centre, spending within authorised limits;
- developing and managing record disposal schedules and procedures for secure disposal by Divisions;
- assisting in the development of strategies to manage the growth of records.

Archives

Develop the Council's archival collections by;

- assisting in the development of and managing a Midlothian Council records selection policy, to identify records of historic importance for archival retention;
- sorting, listing, caring for and conserving archival materials;
- developing archival collections and exploiting materials of historic importance in connection with the Library Service Local Studies service;
- providing advice to local organisations and external agencies in the listing and conservation of their archival and other materials.

Miscellaneous

Assist with the staffing and service delivery of Local Studies, providing leave, sickness and lunch cover as required.

Participate in work of the Archivists of Scottish Local Authorities Working Group as appropriate.

Keep abreast of developments in legislation which impacts on records management.

Maintain an awareness and understanding of records management techniques, including IT developments eg digitisation and content management systems.

Undertaking any other duties which may be assigned by the Library Services Manager.

KNOWLEDGE

The Post holder must hold a Post Graduate Diploma in Archive Administration. A degree in an appropriate subject is desirable.

The post holder must have experience of records management and archive administration and work relating to the implementation and operation of records management systems.