# MORAY COUNCIL

**JOB DESCRIPTION**

|  |
| --- |
| **(1) JOB IDENTITY** |
| **POST TITLE:** | Records & Heritage Manager | **DEPARTMENT:** | Education, Communities & Organisational Development |
| **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. Ensure the Council manages information and data governance compliance appropriately, recognising it as a key resource; to minimise the risks of regulatory or legal exposure including carrying out the statutory tasks of the Data Protection Officer (DPO) as set out in Data Protection legislation and regulations |

|  |
| --- |
| **(3) MAJOR TASKS** |
| * 1. Develop, implement and review corporate Information Governance and an archive strategy that supports the priorities and statutory obligations of the Council.
	2. Carry out the statutory tasks of the Data Protection Officer (DPO) as set out in Data Protection legislation and regulations.
	3. Ensure compliance with legal requirements under the Public Records (Scotland) Act 2011, Data Protection Legislation (including the Data Protection Act 2018 and General Data Protection Regulation), Access to Information Legislation (including the Freedom of Information (Scotland) Act 2002, Environmental Information Regulations 2004), copyright directives and other relevant legislation.
	4. Oversee and continue to develop the corporate information storage solutions that enables the Council to effectively discharge its responsibilities for information storage across all services thereby managing the major information risks to the Council’s reputation, public confidence, and, the integrity and security of all information systems.
	5. Ensure the effective development and delivery of Local Heritage Services that meet council priorities and statutory obligations.
	6. Recruit, train and develop staff and provide motivational leadership.
	7. Ensure efficient and effective partnerships, pursue and secure opportunities for joint ventures and funding as appropriate.
	8. Prepare budgetary proposals and ensure adherence to agreed administrative and financial procedures.
	9. Support the Moray Integration Joint Board, with their Information Governance, legal compliance (including Access to Information), and, as their Data Protection Officer.
 |

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

|  |
| --- |
| **(5) DUTIES TYPICALLY INCLUDE:** |
| * 1. **Develop, implement and review corporate Information Governance and an Archive strategy that supports the priorities and statutory obligations of the Council.**
		1. Provide leadership and direction in relation to all areas of Information Governance and compliance with data protection and privacy legislation and regulations.
		2. Develop, review and communicate the policies, procedures and guidance relevant to Information Governance.
		3. Develop, review and communicate the policies, procedures and guidance relevant to a corporate Archive strategy.
		4. Provide advice and training on Information Governance, Data Protection legislation, Access to Information legislation, copyright directives and other relevant legislation, as well as archives management.
		5. Lead or liaise with appropriate inter-departmental teams to implement and review Information Governance, Data Protection requirements and Archive management.
		6. Develop digitisation programmes and service expertise in relation to digitisation of current records, archives and other local heritage materials.
		7. Review conservation and preservation priorities and programmes; recommend future programmes with costs and lead programme implementations.
		8. Ensure effective liaison with the National Records of Scotland and others in relation to potential joint conservation and digitisation programmes.
		9. Be the subject matter expert and point of contact on information governance and data protection across the Council and work with Information Asset Owners (IAO) and other key stakeholders to ensure the interests of the Council and its service users are respected and maintained.
		10. Manage the Closed Records Store (CRS) and continuously review information storage conditions and requirements to ensure statutory and service obligations are met throughout the Council for information and records in all formats.
		11. Effectively contribute to the further development of electronic document and records management systems in liaison with ICT and departments, ensuring appropriate protocols, cataloguing and metadata standards.
		12. Ensure procedures are in place to ensure 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 Data Protection Legislation.
		13. Contribute as a leading member of the Council’s Information Assurance Group towards the provision of strategic oversight and co-ordination of data protection and information security issues across the Council.
		14. Recommend, implement, co-ordinate and monitor performance indicators and performance measurement, including Service Improvement Plans, and, ensure targets are met.
 |

|  |
| --- |
| **(5) DUTIES TYPICALLY INCLUDE:** |
| * + 1. Prepare management reports and operational manuals.
	1. **Perform the statutory tasks of the Data Protection Officer (DPO) as set out in Data Protection legislation and regulations.**
		1. Lead, develop and monitor the Council’s internal compliance, inform and advise on data protection obligations, including Data Protection Impact Assessments (DPIAs).
		2. Act as the primary contact point for the Information Commissioner’s Office (ICO) and provide independent objective advice to the Council.
		3. Lead on data incident responses, assessment, logging, and, data breach notification procedures and reports. Recommend appropriate interventions and improvements are subsequently put in place to prevent breaches.
		4. Manage a programme of awareness-raising and training to deliver compliance and to foster a data protection by design culture.
		5. Review data protection clauses in contract terms in conjunction with Legal Services and advise the Council on approaches to data transfers and other DP standards - ensuring a consistent approach and standards are applies to data processing agreements with third parties handling personal data.
		6. Provide advice and assistance in relation to publication of data privacy notices.
		7. 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.
		8. Manage an assurance programme and related audits including, but not limited to, data sharing, disclosure and data retention.
		9. Monitor changes to the law and guidance on all matters relating to information governance and data protection ensuring the Council takes timely action to update and implement changes in policies and procedures.
		10. Be the contact point for and co-operate with data subjects when exercising their individual data rights as well as supervise and advise on the response to such requests.
	2. **Ensure compliance with legal requirements under the Public Records (Scotland) Act 2011, Data Protection Legislation (including the Data Protection Act 2018 and General Data Protection Regulation), Access to Information Legislation (including the Freedom of Information (Scotland) Act 2002, Environmental Information Regulations 2004), copyright directives and other relevant legislation.**
		1. Ensure all elements of the Records Management Plan (RMP) under the Public Records (Scotland) Act 2011 are effectively implemented and kept up-to-date.
		2. Manage the FOI Team to ensure Access to Information requests are managed effectively.
		3. Provide advice and support to departments and services responding to Access to Information requests, including with clarifications, reviews and appeals.
		4. Produce guidance on Access to Information requests, including Freedom of Information requests, Subject Access Requests, Environmental Information requests, as well as requests under relevant legislation such as Access to Pupil records.
		5. Ensure the Council’s Publication Scheme meets the requirements of the Freedom of Information (Scotland) Act 2002 and is being implemented effectively.
		6. Liaise with the Scottish Information Commissioner’s Office and the Information Commissioner’s Office as appropriate regarding Access to Information appeals or complaints.
 |

|  |
| --- |
| **(5) DUTIES TYPICALLY INCLUDE:** |
| * + 1. Liaise with National Records Scotland and the Keeper of the Records of Scotland, particularly regarding the Council’s RMP.
		2. Provide subject matter expert advice to departments and services, carry out any related training and publicity programmes in relations to these requirements.
		3. Advise the Council of its statutory responsibilities in relation to records management, storage and preservation of records.
	1. **Oversee and continue to develop the corporate information storage that enables the Council to effectively discharge its responsibilities for information storage across all services thereby managing the major information risks to the Council’s reputation, public confidence, and, the integrity and security of all information systems.**
		1. Review and develop a corporate information security strategy, in conjunction with other appropriate Council officers to ensure the preservation of confidentiality, integrity and availability of information including authenticity, accountability, non-repudiation and reliability.
		2. Provide advice and support to the Council’s Senior Information Risk Owner and IAOs to assist them to fulfil their responsibilities in relation to information risk assessment and management, contributing to the development of a risk management approach.
		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.
		4. 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.
	2. **Ensure the effective development and delivery of Local Heritage Services that meet council priorities and statutory obligations.**
		1. Ensure the effective development and delivery of Local Heritage Services that involve more people in their heritage and meets council priorities.
		2. Ensure appropriate acquisitions, conservation, storage, documentation, organisation and availability of Local Heritage and Archives materials and information.
		3. Effectively contribute to and lead as identified, appropriate ICT applications in respect of the local heritage service’s needs.
		4. Ensure the attainment of agreed customer service standards in respect to service users.
		5. Plan, participate in and ensure the effective delivery of programmes of outreach activities, volunteer initiatives, promotions and marketing that meet council priorities.
		6. Review existing premises used for the storage of historic 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.
		7. Identify ongoing upgrade and maintenance programmes in respect of facilities used for storing archives or records.
		8. Ensure adherence to appropriate Health & Safety procedures and carry out risk assessments.
 |

|  |
| --- |
| **(5) DUTIES TYPICALLY INCLUDE:** |
| * 1. **Recruit, train and develop staff and provide motivational leadership.**
		1. Provide effective support to staff with Information Governance, Records Management, Access to Information or Data Protection responsibilities, including staff in other departments.
		2. Interview and select staff.
		3. Identify priorities for staff and ensure workloads are reasonable.
		4. Identify training and development needs; implement training plans in relation to service plans and priorities.
		5. Develop opportunities for and secure the effective recruitment, training and deployment of volunteers.
		6. Implement the council’s ERDP and carry out appraisal as appropriate.
		7. Carry out such duties as may be required in terms of the council’s disciplinary and grievance procedures.
	2. **Ensure efficient and effective partnerships, pursue and secure opportunities for joint ventures and funding as appropriate.**
		1. Implement agreed consultations.
		2. Effectively liaise and co-operate with local organisations, the business community, community groups, heritage and archive organisations, and, tourism providers to ensure services and collections meet user needs and achieve service objectives.
		3. Liaise and co-operate with other council services and community planning partners to achieve service and corporate objectives.
		4. Participate in Community Planning developments and delivery.
		5. Develop and deliver partnership and funding opportunities that achieve effective outcomes.
		6. Research user needs and trends.
	3. **Prepare budgetary proposals and ensure adherence to agreed administrative and financial procedures.**
		1. Prepare capital and revenue budgetary recommendations and ensure adherence to agreed budgetary provision.
		2. Ensure adherence to agreed administrative and financial procedures.
	4. **Support the Moray Integration Joint Board, with their Information Governance, legal compliance (including Access to Information), and, as their Data Protection Officer.**
		1. Provide support, advice, training and other assistance as required to ensure Moray IJB is compliant, supporting business functions and benefiting from sound Information and Records Management practices.
		2. Perform the duties of the DPO for Moray Integration Joint Board.

**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.** |

# THE MORAY COUNCIL 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***The minimum acceptable levels for safe and effective job performance* | **DESIRABLE***The attributes of the ideal candidate* |
| **(1) Experience** | * Considerable experience of professional records and/or archives management.
* Experience of Data Protection
* Experience of supervising, developing, training and advising staff.
 | * Experience of Local Heritage Services.
* Experience of leading teams /working groups.
* Experience in budget handling and monitoring.
 |
| **(2) Education and qualifications\*** | * Graduate/post graduate in records management and/or archives administration and/or Information Governance.
* Eligible to register with the Archives and Records Association or Information and Records Management Society.
 | * Willingness to undertake further training.
 |
| **(3) Skills/abilities (general)** | * Experience in giving presentations and effective negotiating skills
* Ability to undertake own administration using Microsoft office packages.
* Proven innovator
* Self confident and self motivated.
 | * Ability to develop training plans.
* Experience of measuring performance.
 |
| **(4) Skills/abilities specific to post \*** | * Demonstrable knowledge of local government functions.
* Experience of implementing records systems, including electronic systems.
* High awareness of emerging issues in information management, archives and local heritage services.
* Working knowledge of ICT applications related to information management, archives and local heritage including digitisation.
* Knowledge of PRSA, FOI, Copyright, and, Data Protection legislation and directives.
 | * Knowledge of external funding sources.
* Experience of preparing successful funding bids.
* Experience of preparing facilities briefs and service plans.
 |

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL***The minimum acceptable levels for safe and effective job performance* | **DESIRABLE***The attributes of the ideal candidate* |
|  | * 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** | * 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** | * 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