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| Job Title: Records & Archive Coordinator | |
| Job Evaluation Number | C067 |

JOB DESCRIPTION

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| Job Title: Records & Archive Co-ordinator | Location: Portsmouth, Hampshire |
| Job Family: Business Support | Role Profile Title: BB3 Police Staff |
| Reports To: Records & Archive Manager | Band level: 3F |
| Staff Responsibilities (direct line management of): Nil | |

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Co-ordinate and report monthly on all technical and performance issues for both Forces and to collate and analyse data sets, and make suggestions for improvements, so as to support the Records Management Unit in meeting its operational objectives for all records and other crime assets.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

Resources - Provide departmental resilience; supervise IM staff activities, including resources across both forces.

Strategy - Identify Information Management business risks and propose recommendations for mitigation to management.

Delivery - Produce, maintain and assist with the analysis of performance information, records and spreadsheets (using IT systems and applications) in support of Records Management business.

Develop capacity projections of physical space, ensuring that there is suitable space in the facility and that any issues are resolved or escalated.

Co-ordinate and troubleshoot any Records Management ICT or other technical issues for both Forces so as to ensure the smooth running of the Records management Unit.

Provide advice and act as the gatekeeper for records coming into the facility by implementing, maintaining and applying retention schedules and weeding disposals so that records are managed appropriately through their life-cycle.

Catalogue all incoming material in line with the Management of Police Information (MoPI) guidance and other policies, maintaining high data quality standards to ensure that it can be easily searched, retrieved and disposed of.

Contribute to the classifying, recording and archiving of incoming material (including physical property objects, frozen samples, paper and tape, records for microfilm or electronic scanning) ensuring compliance with policies and procedures, and maintenance of evidential continuity.

Implement an effective retrieval service of archived material, searching and updating national, force and departmental manual or electronic systems, ensuring Service Level Agreements are met and an effective audit trail is maintained. Research and analyse the most suitable format for the long term retention of records ensuring that both Forces can retrieve and access records at all times.

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Provide an effective service to internal and external customers on all Records Management related activities, solving related problems, providing recommendations and outcomes to resolve issues and mitigate risks.

Contributing and participating in the creation, review and delivery of guidance, training and operational procedures surrounding records management for both forces.

Deputise for the R&A Officer and Manager for H&S, security, logistics planning and special handling material access (existing customers).

Governance - Contribute to the overall security of the facility, ensuring that access to cages, confidential & secret material and the facility is within agreed policy / procedures and propose recommendations to management.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, and the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Reporting direct to the Records & Archive Manager, accountable for providing service data and key performance indicators that are reported quarterly at both the Programme Collaboration Executive Board and the Joint ICT / IM Operations Board by the Senior Records Manager.

Required to maintain a working knowledge of relevant information legislation, policy and procedure in order to provide an effective and efficient service.

Delivering services and advice to two forces with different structures, policies, cultures and systems.

Ability to identify and handle sensitive, personal and classified information in accordance with recognised Information Management standards and legislation.

Be prepared to travel and to provide resilience between both Forces as and when required.

Be a part of an 'on call rota' ensuring that there is always suitable cover at all times.

Be accountable for the placement of all material using powered and non-powered mechanical equipment and manual handling as appropriate and ensuring full compliance with prescribed procedures.

Required to maintain a working knowledge of relevant information legislation, policy and procedure in order to provide an effective and efficient service.

Administers IT systems which support document and records management.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| The knowledge or skills required in the role are as follows (essential or desirable): | E/D |
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| 1. Good customer service and problem solving skills, with attention to detail and deadlines. | E |
| 2. Proven experience of effective communication, negotiation and robust influencing skills. | E |
| 3. Maintain a high degree of integrity and trust when dealing with sensitive and classified information. | E |

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| 4. Proven understanding of Information Management principles and relevant legislation (Data Protection Act, MOPI and Freedom of Information Act). | E |
| 5. Proven advanced user skills in office computer applications including spreadsheets and databases | E |
| 6. Proven ability to operate within narrow aisle shelving and at a height of up to 4 metres is essential. | E |
| 7. Relevant qualification and/or equivalent experience in Records Management. | D |