

Job Title: Records & Archive Administrator	
Job Evaluation Number	B677

## JOB DESCRIPTION

<b>Job Title:</b> Records & Archive Administrator	<b>Location:</b> TVP/Hampshire
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB2 Police Staff
<b>Reports To:</b> Records & Archive Officer	<b>Band level:</b> 2E
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Provide an effective archive service to both forces, including retention, review and disposal of records (electronic, paper, tape, microfilm, and frozen samples) and other archived Force 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:**

Delivery – Catalogue all incoming material, using a bespoke database and tracking system, in line with the Management of Police Information (MoPI) guidance and other policies, maintaining a high standard data inputting quality 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.

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

Research information systems and compile data in support of information management business areas.

Advice and implement Retention Schedules, weeding disposals and file plans so that physical and electronic records are managed appropriately through their life-cycle.

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.

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.

Maintain and produce performance information, records and spreadsheets (using a broad spectrum of IT systems and applications) in support of information management business areas.

Assist with the creation and delivery of guidance, training and operational procedures surrounding information management for both forces.

Answering and responding to general enquiries and correspondence from external and internal customers, providing advice and guidance or escalating as appropriate.

Governance - Ensure that the facility is opened and locked following requisite policy and procedures.

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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

<b>Further Comments:</b>
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.

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.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Good customer service skills, with attention to detail and deadlines.	E
2. Highly effective communication skills.	E
3. IT literate with experience in MS Applications and data inputting; proven ability to manipulate data from a variety of sources and databases and willing to learn new technology, databases and systems.	E
4. Maintain a high degree of integrity and trust when dealing with sensitive and classified information.	E
5. Good standard of education with excellent literacy and numeric skills.	E
6. Ability to operate within narrow aisle shelving and at a height of up to 4 metres plus the capability to repetitively lift boxes and crates weighing up to 20kg are essential.	E
7. Use of mechanised handling equipment, Pallet trucks, mobile steps etc.	D