

EAST RENFREWSHIRE COUNCIL

COUNCIL RECORDS MANAGER

Department: Central Services

Job Title: Records Manager

Responsible to: Head of Legal Services

Grade: 11

Overall Function: Create and maintain a professional records and information management system with East Renfrewshire Council

To assist the Head of Legal Services in advising on and ensuring compliance with a range of regulatory functions

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- Key Responsibilities:
1. To assist the Head of Legal Services in ensuring that the Council is compliant with the Freedom of Information (Scotland) Act 2002 and the relevant codes of practice issued there under.
 2. In consultation with departmental representatives, to draft a Corporate Policy on Archives and Records Management.
 3. To offer targeted information, training and guidance to all Council staff in all aspects of records management and freedom of information.
 4. To devise and implement a strategy for the minimising unnecessary storage in expensive office space, insecure or in accessible basements/warehouses and on computer hardware.
 5. To build on the existing information technology strategy and develop information strategy regardless of the means by which information is carried.
 6. To create comprehensive departmental and service retention schedules.
 7. To lead departments and services in promotion of good records management practice.
 8. To develop appropriate performance indicators to assess efficiency and effectiveness within the records management practice throughout the Council.
 9. To develop appropriate monitoring and reporting systems for information requests under the Freedom of Information (Scotland) Act.
 10. To select and catalogue to international standards historical records for

permanent preservation.