



Job Description

Records Management Officer

Post Number:	DB398
Grade /Scale:	Scale 6 – Salary £28530-£30375
Weekly Hours:	37 hours per week
Department:	Information Management - Corporate Services
Status:	Established
Responsible To:	Records Manager
Responsible for:	No responsibility for other staff
Job Role /Purpose:	To be an experienced and knowledgeable Records Management Officer and proactively support the fulfilment of the Forces Records Management Strategy and the wider Data Strategy. To deliver formal training to a wide range of stakeholders on records management matters and other related topics. To co-ordinate and manage the records management risk register on behalf of the records manager and wider Corporate Services.
Contacts:	All staff across the Police Force and external stakeholders where appropriate.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

To be educated to 'A' Level standard in Maths and English Language (Grade C), or equivalent, or be able to demonstrate experience of working to the equivalent level.

To hold a formal qualification in records management or data protection or be able to demonstrate experience of working to the required standard.

To hold a formal qualification in risk management principles or be able to demonstrate experience applying risk management principles on a day to day basis within the workplace.

Work Experience:

Be able to demonstrate experience of applying records management knowledge in a workplace setting to a high standard to improve organisational compliance.

Demonstrate, by example, experience in providing verbal and written briefings to a range of stakeholders on a complicated subject (e.g data protection, records management etc).

Demonstrate experience of preparing and delivering training inputs to a broad range of stakeholders on a complicated subject.

Demonstrate a good working knowledge of risk management principles as it pertains to records management compliance.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate by example the ability to work effectively as part of a team, where effective communication and negotiation skills are critical, the outcome of which results in developing strong working relationships.

Demonstrate excellent organisational skills, with ability to plan, prioritise, and research with the end result being a high-quality report that makes appropriate recommendations within the business.

Demonstrate experience of effective conflict management skills in a workplace setting.

Special Skills:

To be educated to ECDL Basic Level or to be able to demonstrate ability to the above level by work experience.

Demonstrate by example knowledge of Data Protection, Computer Misuse, Human Rights legislation and the Records Management Code of Practice in order to make informed decisions as to whether information is retained or deleted

Other:

To hold a full drivers licence and able to travel across the Force area as and when required.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education:

To have obtained a recognised (BCS) qualification in Data Protection.

Work Experience:

To have knowledge and experience of the practical application of records management principles in a local authority or private sector setting.

To have knowledge and experience of risk management principles and its application to the assessment of risk to personal and non-personal data.

Demonstrate extensive experience of delivering training sessions on a topic connected to Data Protection or Records Management.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate by example a problem solving aptitude towards the workplace.

Special Skills:

Demonstrate a good working knowledge of national and local police IT intelligence systems.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

To support the records manager with the ownership of the Force's records management portfolio of work on behalf of Corp Services. Leicestershire Police have adopted a corporate ownership model for all Force Assets and the Records Management Officer will be responsible for the day to day management of these assets and the relevant record keeping.

To have oversight and responsibility for the daily management of the information asset register and associated risk registers connected to all Corporate Assets. This will incorporate all of the required elements of an IAR as well as undertaking a mapping exercise to ensure that all Force information assets are appropriately recorded and risk assessed to inform retention and deletion decision making.

To embed effective records management and risk escalation procedures within the Force Directorate structure, ensuring that robust processes exist to ensure the long-term

compliance with the Force's Records Management policy. This will include undertaking an agreed program of work to be agreed by the Records Manager.

To lead on the training of all Officers and Staff and wider stakeholders with regards to records management and associated legislation. This will include undertaking 1-2-1 and group training sessions both face to face, and virtually as required on a regular basis. It will also include providing inputs and records management expertise to agreed directorate structures such as team leader meetings as required.

To support the records manager with the implementation of a records management and data strategy that will deliver key records management infrastructure to Leicestershire Police. This will include (but is not limited to) the assessment of data assets and silo'd information to determine retention decisions as well as the rationalisation of Force assets.

To present reports and clearly articulated recommendations to the Force's Records Manager and key stakeholders as required to advise and assist with the implementation of the broader Records Management strategy as previously identified.

To provide support and assistance to the regional deletions workstream ensuring that identified deadlines are met and thorough searches are undertaken to identify and delete locally stored information in line with available guidance and processes.

Management and Leadership

None identified – the post holder reports to the Records Manager.

Technical:

To support the Records Manager in delivering a high standard of records management advice to key stakeholders to assist in the delivery of the Forces Digital futures program of work.

Communication:

To liaise with all areas of the business as previously identified and deliver practical records management advice and guidance and associated training delivery.

Administration

As previously identified.

General

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected

in Force Objectives and priorities and the broader Corporate strategies.

Be flexible in terms of working location and be prepared to work at other locations within the Force area

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Recruitment Vetting (RV)

Date line manager checked vetting level needed : 28/06/2023

Car User: Yes - Casual Allowance