

Job Description



1 Job details

Job title:	Project Assistant–Records Management (Fixed-term for six months)
Department:	Corporate Services
Directorate:	Strategy and Planning
Post number:	Z00190
Hours per week:	22.5
Grade:	Band 4
Base:	Lymington Town Hall, Lymington
Accountable to:	Information and Data Protection Officer
Responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	No
Membership of professional body required:	No
Key liaisons:	New Forest National Park Authority staff, Authority members

2 Role summary

- 2.1 To assist the Information and Data Protection Officer (IDPO) and the Member Services Officer (MSO) to:
- undertake an information audit and overhaul of the Authority's records management practices and policies;
 - assist with the implementation of a corporate file plan and rollout of Office 365 and SharePoint; and
 - prepare for the General Data Protection Regulation (GDPR).

3 Main duties and responsibilities

- 3.1 Assist the MSO in an authority-wide information audit, an overhaul of the Authority's records management practices, the construction of a corporate file plan by team / individual, and a rollout of ICT programmes. The key purposes of the project are to:
- identify what information is held and any compliance and security risks that must be fixed;

- map out a corporate file plan and arrive at sensible metadata structures to enable the organised storage and optimal retrieval of records;
- establish the correct retention and deletion periods and processes for data and set these up for automatic maintenance in Office 365; and
- raise awareness and provide training on good records management practice to ensure statutory compliance going forward.

3.2 Acting with the guidance and support of the IDPO and the MSO, this will include:

- conducting information audit work and attending related meetings;
- working with managers/team 'champions' to implement corporate file plans and assisting with the creation of document types and metadata in SharePoint;
- assisting the ICT team with the rollout of Office 365 to users;
- setting electronic retention policies by team/individual;
- keeping the information asset register and the retention schedule up to date;
- following up and correcting any data protection or other risk and compliance issues that are identified, and maintaining a log of these issues and action taken;
- general assistance with project management, including attending project management meetings, taking minutes and recording actions, preparing timetables, Gantt charts, training materials flowcharts and other documents as required and the organisation of manual and electronic records;
- carrying out general data input, including the collation of information gathered by team, sending meeting invitations, to include the distribution of materials to staff such as the initial information audit questionnaire, and other general administration as necessary;
- answering and logging queries for the MSO and acting as a key point of liaison with staff, managers, 'champions' and the ICT team;
- taking action and assisting others to prepare for GDPR, to include preparation of training materials, answering simple queries, ongoing support, etc.

3.3 Undertake training to acquire ICT skills to understand the new systems, to implement retention policies, and to organise records electronically, with particular reference to understanding documents types, metadata and searching within SharePoint.

3.4 Perform such other reasonable activities as may be assigned from time to time by the Corporate Services Manager, the IDPO or the MSO.

4 Problem solving

4.1 The post holder will be required to resolve day-to-day problems and will need an excellent understanding of IT systems and the Authority's business. More complex problems will be resolved in conjunction with the IDPO and MSO, with the post holder putting forward possible solutions for consideration.

4.2 The post holder will need to balance and prioritise his/her own daily workloads to meet targets and deadlines for the team and to assist where necessary.

5 Decision making

- 5.1 The post holder will make day-to-day decisions relating to prioritising workload to ensure maximum efficiency and to meet required deadlines.
- 5.2 The line manager sets targets and objectives in discussion with post holder.

6 Operational responsibility

- 6.1 Acting under the instruction of the IDPO and/or the MSO, the post holder will be required to deal with all aspects of the records management project, corporate file plan and GDPR preparation on time and accurately. Prepare and circulate action lists, notes, minutes, questionnaires, training materials and instructions as required, monitor outstanding actions and undertake follow-up where necessary.
- 6.2 Maintain confidentiality of information acquired in the course of undertaking duties.

7 Communication

- 7.1 Communicate effectively in writing and in personal contacts with the Chief Executive, members and staff.
- 7.2 Deal with telephone calls and personal queries from staff and members and, where the post holder cannot deal with them personally, log these and draw them to the attention of the MSO or ICT officers as appropriate.
- 7.3 90% Internal / 10% external

8 Working conditions

- 8.1 The work is entirely office-based. Travel further afield maybe necessary to access relevant training and development opportunities.

9 General

- 9.1 The post holder must at all times carry out his/her responsibilities with due regard to Authority policy and procedures.
- 9.2 All staff have a responsibility to participate in the Authority Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Confidentiality

- 10.1 In the course of your employment you will have access to confidential information relating to Authority business. You are required to exercise due consideration in the way you use such information and should not act in any way prejudicial to the Authority's interests. Information which may be included in the category which requires extra consideration covers both access to and the general business of the Authority and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your manager before communicating such information to any third party.

11 Health and safety

- 11.1 Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe

obligation under the Authority and departmental Health and Safety policies, and to maintain awareness of safe practices and risk assessment.

12 Financial regulations

- 12.1 All staff are responsible for security of the property of the Authority, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform with the requirements of the Authority financial procedures.

13 Job description agreement

- 13.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:** _____

Date _____

**Manager's
signature:** _____

Date _____

Person Specification

Project Assistant – Records Management

Criteria	Essential	Desirable	Assessed by
Education / qualifications Good general education to GCSE Level (or equivalent) or comparable in terms of demonstrable experience	Y		A
Experience Demonstrable experience in a relevant environment (e.g. office, administration, IT) Significant experience of working with Microsoft suite of programmes, including Windows 10, Word, Outlook and Excel Experience of records management Experience of taking minutes and summarising discussions of a technical nature Demonstrates previous experience of working as an effective team member	Y Y Y	 Y Y 	A / I A / I / T A / I A / I A / I
Knowledge Previous local government or national park experience preferably in an administrative capacity Knowledge/experience of working with SharePoint, Office 365, and OneDrive		Y Y	A A / I
Skills Strong oral and written communication skills demonstrating excellent customer care Excellent organisational skills with experience of managing own workload to meet deadlines Strong IT skills with the ability to adapt to new systems Good interpersonal skills	Y Y Y Y		A / I A / I A / I I
Impact and attributes Ability to understand the need to treat sensitive information confidentially	Y		A / I

Evidence assessed by key:

A = Application form

I = Interview

T = Testing / assessment / presentation