University of Edinburgh

Deputy Records Manager Job Description

1. Job Details
   • Job title: Deputy Records Manager
   • School/Support Department: Policy and Planning
   • Line manager: University Records Manager

2. Job Purpose
   • To assist with positioning the University to comply with the requirements of the Freedom of Information (Scotland) Act, the Environmental Information (Scotland) Regulations and the Data Protection Act (collectively called “information legislation”).
   • To develop high-quality records management systems for the University's corporate records.
   • To develop and promote improved records management practice across the University as a whole.

3. Main Responsibilities

1. Research and produce policy, guidance, procedures and best practice advice in the context of relevant external national and international standards and codes of practice to assist with positioning the University so that it complies with the requirements of information legislation and manages its information efficiently.  
   Approx. % of time: 30

2. Disseminate, promote, publicise, implement, review and advise on the implementation of policy, guidance, procedures and best practice to position the University so that it complies with information legislation and manages its information efficiently.  
   Approx. % of time: 27

3. Manage the publication scheme/request monitor database, including developing proposals for improvements and overseeing quality assurance processes, so that the University meets its legal obligations.  
   Approx. % of time: 12

4. Advise on information legislation and records management issues to enable University staff to comply with the requirements of information legislation and to manage their information efficiently.  
   Approx. % of time: 10

5. Manage the Records Management Section website by acting as editor, so that key information is readily available to its intended audience.  
   Approx. % of time: 7.5

6. Develop and manage a training programme and deliver training and presentations, to ensure that relevant University staff understand information legislation and records management principles and requirements, and know what they need to do to comply with them.  
   Approx. % of time: 5

7. Oversee the response to information requests so that the University discharges its obligations under information legislation.  
   Approx. % of time: 5

8. Such other duties as may be assigned from time to time.

4. Planning and Organising
   • Self-generate work on areas such as the Section’s website.
   • Plan and implement annual training programme, based on previous levels of demand and in response to immediate customer needs.
   • Plans and prioritises own workload to deliver a range of outputs required quarterly/annually whilst also responding to ad hoc demands.
• Planning is influenced by fluctuating levels of demand for advice and the fact that information requests (with a short statutory deadline for response) can arrive without warning at any time, requiring the job-holder to reprioritise at very short notice.

5. Problem Solving
• Regularly interprets complex legislation, supporting codes of practice and related documentation to assess how they affect business activities throughout the University and present them in a manner comprehensible to the target audience.
• Regularly translates complex records management best practice, as represented, for example, by the International Standard on Records Management (ISO 15489), into practical solutions for the complex higher education environment.
• Presents and communicates updated/new policy and procedural issues/solutions using a wide range of communication mechanisms.
• Prioritises own work to ensure that the competing demands of statutory, short-term, unpredictable deadlines and longer term business interests are both met.

6. Decision Making
• Researches, writes and implements policies, standards, procedures and best practice documentation.
• Works alone to investigate identify practical solutions to complex information legislation and records management queries.
• Deputises for the Head of Section when she is away from the office or otherwise unavailable.
• Acts as interview panel member for support staff in the Section and elsewhere in the University.

7. Key Contacts/Relationships
• Advises and persuade staff at all levels throughout the University, including the University Secretary, on information legislation and records management issues to ensure that the University complies with its legal obligations.
• Provides detailed advice and guidance on information legislation and records management issues to 6 Promoters and 164 Practitioners to provide efficient and effective solutions to issues.
• Answers enquiries from students, journalists and other external enquirers seeking to exercise their rights under information legislation.
• Liaises with fellow professionals, such as members of the Scottish Higher Education Information Practitioners Group to participate in collaborative projects and keep expertise up-to-date.
• Office of the Information Commissioner/Office of the Scottish Information Commissioner to meet the University’s statutory obligations, such as having an approved publication scheme and registering our processing of personal data.

8. Knowledge, Skills and Experience Needed for the Job
• Knowledge & experience of records management and information legislation equivalent to a professional postgraduate qualification.
• High intellectual calibre, evidenced by a good honours degree and excellent analytical, research and IT skills combined with a close attention to detail.
• High-level interpersonal skills, including strong influencing and persuading skills.
• Excellent communication skills, particularly the ability to communicate complex technical subjects in plain English to staff at all levels in the University and public speaking or training delivery experience and skills.
• Excellent time management skills combined with the ability to work on his/her own initiative and exercise his/her own judgment with discretion.
9. Dimensions
- There is a national shortage of professionally qualified records managers.
- Any significant error in the interpretation of our legislative obligations could result in legal action, investigation by regulatory bodies or reputational damage for the University.
- This role impacts on all University staff, as it involves developing policy and procedures, publicising and advising on issues that could affect anyone in the University. For example, the job-holder responded to 153 requests for ad hoc advice in 2005 from staff throughout the University, and delivers an average of 1.5 awareness raising presentations a month to audiences that may include Heads of Schools.
- The University’s Records Management Section is a recognised leader in its field within the HE sector, and has a national reputation within the records management profession. The work carried out by the job-holder makes a significant contribution to this.
- Anyone can make an information request to the University. The University received approximately 130 information requests in 2005, 28 from journalists.

10. Job Context and any other relevant information
The requirements of information legislation are highly complex and affect all aspects of the University’s operations. Information legislation has not been in force for very long, so the interpretation, case law and best practice is still evolving, requiring the job holder to work continuously to keep up-to-date with the current situation.