### Job Description

**Information Governance Officer**

**Vacancy Ref:** NXXX

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Records Management Officer</th>
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<tbody>
<tr>
<td><strong>Present Grade:</strong></td>
<td>7</td>
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<tr>
<td><strong>Duration:</strong></td>
<td>Indefinite</td>
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<td><strong>Department/College:</strong></td>
<td>Strategic Planning and Governance</td>
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<td><strong>Directly responsible to:</strong></td>
<td>Information Governance Manager</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong></td>
<td>N/A</td>
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**Other contacts**

**Internal:**
- Strategic Planning and Governance colleagues; Professional Services and Academic Departments; Faculties; Senior Management; University Library; University Archive; University Committees & sub-groups

**External:**
- Other external Records Management professionals; external regulatory bodies; colleagues in other Higher Education Institutions

**Role purpose**

To support the Information Governance Manager to:
- Develop and enhance the University’s records management culture and practice to ensure a robust records management system is in place at the University;
- Ensure records retention schedules are in place to support efficient and effective business processes are adhered to, especially where records contain personal data, to ensure continued General Data Protection Regulation (GDPR) compliance;
- To be the subject matter expert and key contact for the University on all matters concerning records management and retention.

**Major duties**

1. Lead the development, maintenance and growth of effective records management of electronic and paper records at the University in support of efficient and effective business processes and to enable ongoing compliance with the GDPR and timely compliance with Freedom of Information and data subject rights requests.

2. Produce and promote records management policies, procedures and guidance for staff on topics including, file structures, effective records management techniques and retention periods.

3. Provide an assessment of the current position of records management and records retention at the University using demonstratable records management expertise and experience.

4. Work to implement new and existing records retention schedules with the University both in Professional Services divisions and Academic departments and Faculties.

5. Liaise with Information Services and Systems and the University’s Archive to ensure professional advice on records management and retention requirements is incorporated into new information systems and/or processes.

7. Carry out Department/Division/Faculty records management audits and provide audit reports and actions to senior management.

8. Create, maintain and update appropriate training materials, including a records management training module for relevant staff.

9. To provide secretarial support to relevant working groups/committees.

**Other**

1. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to the Data Protection Act 2018/GDPR.

2. Adhere to appropriate Health and Safety policies and University regulations/policies.

3. Such other comparable duties as may be required by the Director of Strategic Planning and Governance, Head of Governance Services, or the Information Governance Manager.