



Job Description template

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| <p>Further guidance (on Source) is available to assist you in completing the job description, where you will also find an example template. The job description should be clear in terms of how it meets the key behaviours of the TfL story which include; how the job holder will be accountable; getting the right things done and working with other people to do it. Also see the guidance on Source for more information on this aspect.</p> | |
| Job Title | Information and Records Management Adviser |
| Reporting to | Information and Records Manager |
| Hay score / Pay band | 323/Payband 2 |
| <p>Role Scope</p> <p>Why the job is there (its overall purpose) – <i>what</i> it's responsible for (from TFLs perspective).</p> <p><i>How</i> the job holder needs to carry out this role, e.g. through demonstrating the behaviours ('be accountable', 'get the right things done efficiently' and 'work with others to do it, directly, fairly and consistently').</p> | <p>The Job Holder's primary purpose is to support the Information and Records Manager in implementing a robust corporate information and records management (IRM) strategy that supports compliance with relevant legal, regulatory and best practice requirements.</p> <p>The Job Holder will use their experience and expertise to help stakeholders across the business ensure that TfL's information assets are effectively managed as a corporate resource and that associated risks are minimised. They will provide advice and guidance to all areas of the business and help to implement changes in working practices which help to enforce and promote compliance with relevant IRM policies and best practice, adopting a pragmatic approach which minimises any adverse impact on operational service delivery.</p> |
| <p>Key Accountabilities</p> <p>The size of the role will be determined by a maximum of 8 key accountabilities, these being the most important to the job. Any more than 8 will not make a difference to the size of the role. They should be one sentence statements that define the end results required of the role, including any key decisions, and any key financial accountabilities.</p> | <ol style="list-style-type: none"> 1. Support the Information and Records Manager in the implementation of an IRM strategy for TfL and the development of associated policies and procedures 2. Pro-actively provide practical advice, guidance and training to colleagues, across all TfL business units, on how to manage information effectively and efficiently in line with policies and procedures developed by the Information and Records Manager. 3. Develop and maintain TfL's 'Business Information Classification Scheme' and promote its use across the business 4. Under the direction of the Information and Records Manager, maintain TfL's corporate 'Information Disposal Schedule' and support the development of local schedules tailored to the needs of individual business units 5. Support the implementation and governance of Electronic Document and Records Management Systems (in particular 'TfL Document Manager') across all areas of TfL, ensuring that |

This role profile takes account of the primary factors but recognises there may be a number of items required to fulfil the role, but which are not required to be detailed

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| | <p>information governance and IRM requirements are addressed</p> <p>6. Maintain an awareness of developments in relevant legislation, codes of practice and external guidance; and provide a source of expertise to all colleagues within TfL</p> <p>7. Facilitate internal IRM communities of interest, especially the IRM stakeholder network, and support the development and production of IRM guidance and training materials</p> <p>8. Provide support and assistance on other areas of work undertaken by the information and records management team as directed by the Information and Records Manager during staff absences or busy periods</p> |
| <p>Key interfaces</p> <p>Describe key contacts and stakeholders (internal and external) critical to the successful achievement of the accountabilities. Including identifying how the job holder works with other people to achieve accountabilities directly, fairly and consistently.</p> | <p>Internal: Colleagues from within the Information Governance department; Colleagues responsible for systems and processes used in the management of information; TfL's legal and HR functions; as required, colleagues across the business up to the level of Head of Department.</p> <p>External: Service providers which hold TfL information (eg Serco; IBM; etc); external service providers specifically engaged to store and manage TfL's information; The Greater London Authority (GLA) and its other functional bodies; The National Archives, London Metropolitan Archives and other such agencies as required.</p> |
| <p>Knowledge the knowledge required to adequately fulfil duties of the role.</p> | <ol style="list-style-type: none"> 1. Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act (FOIA) 2000) 2. IRM guidance issued by TNA and other sources 3. BS ISO 15489-1:2001 "Information and documentation – Records Management" (and the Design and Implementation of Recordkeeping Systems (DIRKS) methodology) 4. BS 10008: 2008 "Evidential weight and legal admissibility of electronic information" 5. FOIA 2000; Data Protection Act 1998, Limitation Act 1980, Civil Evidence Act 1995 and other relevant legislation 6. Generic IRM principles and processes supporting the development of EDRMS |
| <p>Skills practical skills that are required to do the role.</p> | <ol style="list-style-type: none"> 1. Self-starter with demonstrable ability to anticipate and identify potential problems and their solutions 2. Good communication and influencing skills with the ability to persuade in discussion, written reports and presentations 3. Able to explain legal, regulatory and policy requirements to colleagues at all levels 4. Flexible and pro-active approach with the ability to assimilate information quickly 5. The mental agility to assess new ideas or concepts and identify how they may be applied and implemented within TfL |
| <p>Experience describing the work experience (not year's) required to be able to fulfil the duties of the role.</p> | <ol style="list-style-type: none"> 1. Providing IRM-related advice and guidance to colleagues within a large and diverse organisation 2. Supporting the implementation of IRM-related change within a large organisation 3. Setting and adjusting priorities in a changing environment |

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| | <p>4. Supporting the development/implementation of a corporate IRM strategy encompassing both physical and digital information</p> <p>5. Supporting the development and implementation of information disposal schedules and information classification schemes</p> |
| <p>HEALTH & SAFETY STATEMENT All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. All employees must understand and be committed to Transport for London's Health and Safety Policy statement and the Company's safety priorities and be aware of their contribution to such priorities. All employees must also be aware of and comply with all current health and safety legislation and other Company requirements that are relevant to their role.</p> | |
| <p>EQUALITY STATEMENT Transport for London values the diversity which exists in our city, and our aspiration is to reflect this diversity in our workforce. All employees must be aware of and committed to the Equality Policy Statement of Transport for London. All employees must also be aware of and comply with other Company requirements associated with Equality and Diversity issues relevant to their role.</p> | |
| <p>CRIME and DISORDER STATEMENT It is a statutory requirement for all departments in TfL to follow Section 17 of the Crime and Disorder Act 1998. Section 17 requires authorities to consider the likely effect on crime and disorder and community safety in all that they do, and take action to prevent crime and disorder, substance misuse, anti-social behaviour and behaviour that adversely affects the environment. TfL has voluntarily been committed to following Section 17 since 2006, but we must all make sure that it is considered in decision making, policies and procedures in the same way that equality and health and safety are.</p> | |

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