Records Manager

Basic information

Band: Level D
Job family: Business Assurance
Terms: Fixed term contract (9 months)
Location: Cheltenham

Reports to: Information Governance Manager
Team: Corporate Governance & Performance
Business unit: Finance & Corporate Services

Role purpose:
Working alongside the Digital Inside Project Team, this role will provide records management expertise and knowledge to support the organisational roll-out of SharePoint, as a records management system. The role will develop and embed records and information management policies, retention schedules, and associated standardised processes and controls that are the 'right-fit' for the needs of the organisation.

Key duties and responsibilities:
- Identify and implement the records management elements required for the organisation-wide roll-out of SharePoint as a records management system, which is expected to include:
  - development of a records management policy, to provide clarity on which records should be created and retained, including email management
  - development of a retention policy and schedule
  - collaboration with SharePoint champions to ensure a smooth transition to SharePoint
  - liaison with all business units to complete a stocktake of systems holding records, and identify records to be transferred to SharePoint. This will include data quality work, to ensure the correct versions of documents are uploaded, and there are no duplications
- Review existing information governance policies regarding the creation, distribution, use, and disposal of information based on lessons learned through the pilot and roll-out of SharePoint.
- Provide guidance on records management policies, processes, and how to use the SharePoint systems correctly in adherence with these.

Accountabilities:

Primary customers/stakeholders

Internal:
- Digital Inside Project Team
- business unit representatives involved in the phased roll-out of the project
- Senior Information Risk Owner
- information asset owners

External:
- Microsoft consultants and Infosys SharePoint experts

Person specification:

Required:
- Excellent understanding of records management best practice, and its practical application.
- Experience of implementation and delivery of records management initiatives.
- Ability to influence key stakeholders to achieve a position that meets the needs of the business users, whilst maintaining appropriate information governance standards.
- Strong written and oral communication skills, with the ability to tailor messages according to the audience.
- Ability to independently manage own workload, and work collaboratively as part of a team.
- Adept at identifying areas for improvement or development – whether they be systems, processes, data or behaviours, and embedding those improvements.

Desirable:
- A relevant degree or professional records or information management qualification.
- Experience of using SharePoint as a records management system.
- High level of IT literacy.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action

Customer – We always look through the customer lens. The logic of the customer is the logic of UCAS.

Commitment – When we commit, we deliver on time, quality, and budget, or we negotiate changed commitments for good reason. We never leave commitments uncovered.

Team – We work collaboratively. When we commit, we commit as an individual and as a team. We strive for and support team success as well as individual success.

Outcomes – We plan and do things to achieve outcomes. We define them, aspire to them, and deliver them.

Agility – We know we need to be agile when we look through the customer lens, when we make commitments, when we work in teams, and strive for the right outcomes.

Extraordinary – We are ambitious for our customers, for UCAS, and for our teams. We want more than ordinary outcomes – we strive to achieve extraordinary outcomes, extraordinary customer focus, and an extraordinary culture of high performance and quality of focus.