Head of Information & Records Management

- Location: London
- Position Type: Permanent, Full time
- Salary: £49,083 - £61,741 per annum
- Closing Date: 23 March 2015

Would you like to lead information and records management at the Parliamentary Archives in London?

This is a rare and exciting opportunity to lead the development and delivery of information and records management policy and practice at Parliament, and as an integral part of a major national archive, with a particular emphasis on engaging proactively with the challenges and opportunities of records management in a complex and rapidly-evolving technological and political environment. The Information & Records Management Service of 9 staff supports the administrations of both Houses; it develops, advises on and implements information management policies and practices (including the corporate Information & Records Management Policy) for the end-to-end management of current Parliamentary business information, including its retention and disposal, in order to meet operational business needs, statutory and fiscal requirements, and public expectations, and to mitigate corporate risks. It develops partnerships in the business to deliver workable, practical policies and solutions for managing information. Key strategic priorities for the team include contributing to the Meridio replacement project and leading the records management elements; developing and delivering a defensible disposal strategy; planning and facilitating an information management assessment across both Houses, including a review of Section 46 compliance; developing and embedding the concept of digital continuity across Parliament; defining realistic, achievable and measurable performance indicators; and embedding and monitoring delivery of the customer service charter and recently-revised Information & Records Management Policy.

You will be an experienced information management professional, with excellent leadership, interpersonal, negotiation and influencing skills, and proven experience of records management service delivery and of implementing and embedding electronic records management systems. This will be underpinned by a high level of familiarity with major development trends in ICT, and the ability to innovate and act as an ‘intelligent client’ for the Archives. You will be experienced in managing and developing staff and leading or participating in project or programme boards. You will have excellent communication skills, an understanding of change management, and an appreciation of the historical, legal and constitutional importance of the archive collections of
Parliament.

For more details see the vacancy notice, job description and online application form at: https://houseoflordsjobs.engageats.co.uk/.

For an informal chat, please contact Adrian Brown on +44 (0) 20 7219 3071 or at brownad [at] parliament.uk