

## Template Job Description

<b>Job title</b>	Senior Officer Projects & Records
<b>Reports to</b>	Head of Business Services
<b>Location</b>	Wales
<b>Payband</b>	3
<b>Security Clearance Required</b>	Baseline employment checks

<b>Job description</b>
<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>• Support the Departmental Records Officer (DRO) in the production of policy, guidance, training, compliance review and records management solutions</li> <li>• Work with business areas to ensure Audit Wales records management processes are effective and in accordance with internal processes, retention schedules, and current legislation</li> <li>• Organise and provide access to a range of information and resources in an accessible way</li> <li>• Provide support to improve knowledge sharing and use of information, contribute to data use development and digital initiatives</li> <li>• Line manages a Business Services Support Officer</li> <li>• Support projects and programmes within a multidisciplinary team e.g., records reviews, sustainable development, facilities, and procurement</li> </ul>
<b>Main Duties</b>
<p>Records Management</p> <ul style="list-style-type: none"> <li>• Lead/coordinate records reviews and destruction exercises using resources effectively</li> <li>• Oversee and coordinate archiving programmes in liaison with colleagues across the organisation</li> <li>• Maintain information asset registers, support guidance, policy development and review</li> <li>• Monitor, analyse and resolve issues and problems to minimise risk, maintain data integrity while proposing and driving improvements</li> <li>• Develop systems and culture to support effective records and information management through provision of practical guidance, training, and advice (e.g., metadata, confidentiality)</li> </ul> <p>Project Support</p> <ul style="list-style-type: none"> <li>• Support the Head of Business Services across a range of projects and programmes, including resourcing, coordinating, review, analysis, and reporting</li> <li>• Support development and reporting for Net Zero and Environmental plans and contribute into strategy development and monitoring, coordinating champions and promoting sustainable behaviour</li> <li>• Support multidisciplinary projects providing support/analysis, higher level administrative support including drafting/reporting/presentations</li> </ul>
<b>Key Results Areas</b>
<ul style="list-style-type: none"> <li>• Develop organisational culture and awareness around the importance of good records management, and need for compliance working with information asset owners and colleagues</li> </ul>

### **Job description**

- Improve accessibility, integrity and confidentiality of documents and records through e.g., data mapping, metadata design, and/or process design providing advice and support
- Undertake periodic compliance reviews and report on development areas, delivering guidance and training to support continuous improvement
- Review and reduce the number of records held and provide practical support to ensure compliance with all data and information management regulations
- Provision of archiving services and information asset control providing support and guidance to Information Asset Owners, coordinating support officers and approach
- Support to multi-disciplinary projects including development of presentations and plans, periodic reporting, and coordinating project delivery
- To act as a role model for the values and behaviours of the Audit Wales.

### **General**

#### **Our Values and behaviours**

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success.

Post holders must contribute fully to nurture a positive culture and to help us grow by living our values and behaviours.

#### **Confidentiality and Information Security**

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

#### **Equality**

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

#### **Health and Safety**

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous

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situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
<b>Security Checks</b>
All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications.
<b>Dignity at Work</b>
The organisation condemns all forms of bullying and harassment and actively promotes a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Senior Manager within the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be investigated under Audit Wales Dignity at Work Policy.
<b>Welsh Language</b>
We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim. All job descriptions will detail whether the ability to speak welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if this is your wish.

<b>Person Specification</b>	
<b>Requirement</b>	<b>Essential or Desirable</b>
<b>1. Qualifications</b>	
1.1 Data Scientist / Librarian (CILIP or equivalent degree/professional qualification in information science/management)	Essential
1.2 A Levels or degree level (or equivalent experience in a similar role)	Essential
1.3 An appropriate environmental management or sustainable development accreditation	Desirable
<b>2. Skills and abilities</b>	
2.1 Ability to positively influence behaviour around records management	
2.2 Proficient in use of Microsoft Office	Essential
2.3 Knowledge of applications in Windows environments (SharePoint database querying)	Desirable
2.4 Advice on dealing with metadata, cataloguing/tagging, and deriving meaning and value from the data	Desirable
2.5 Sound analytical, and problem-solving skills	Desirable
2.6 Very good written skills for the production of clear, accessible, and succinct briefing papers, presentations, guidance, and policy	Essential

2.7 Able to communicate technical advice and information clearly, verbally and in writing, when advising staff and external contacts	Essential
2.8 Monitor, coordinate, plan, and control use of resources to ensure they are used in an economic, efficient and effective way	Essential
2.9 Good research, presentation, and training skills for delivery of key messaging and awareness raising	Essential
2.10 Leadership skills for delivery of programmes and projects	Essential
<b>3. Experience</b>	
3.1 Experience of line management of team members	Desirable
3.2 Developing metadata (information about records) approaches and advice, data mapping, producing and maintaining information asset registers and archive records	Desirable
3.3 Experience of reviewing file management and data migration in a Windows based environment (SharePoint)	Desirable
3.4 Knowledge of records and environmental legislation	Essential
3.5 Lead or supported records management and destruction review, across various systems and/or data mediums	Essential
3.6 Produced meaningful information asset registers, reports, and guidance	Essential
3.7 Developing project plans and programmes, experience in reporting on KPI, action plans.	
3.8 Project and/or programme management for coordinating project work preferably in a multidisciplinary environment	Essential
3.9 Support to change projects at higher level administration and/or technical support (resourcing, programming, reporting, etc.)	Desirable
<b>4. Personal attributes</b>	
4.1 Proactive, self-starter for promoting, planning, and delivering a programme of records management activities across the organisation	Essential
4.2 Customer service and interpersonal skills with ability to interact with internal and external people, and ability to influence positive change	Essential
4.3 Strong attention to detail for cataloguing and maintaining integrity of records	Essential
4.4 Analytical approach to solve problems and identify solutions	Essential
4.5 Stay up to date with continued professional development and legislation	Essential
4.6 Flexible and adaptable in changing environments with a commitment to teamwork and cooperation.	Essential
4.7 Organised and methodical approach for supporting multidisciplinary project work	Essential
<b>5. General</b>	
5.1 Self-aware and a role model for the Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and, if necessary, outside of normal office hours	Desirable

5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

<b>Welsh Language Skills</b>		
<b>Skill area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Speaking &amp; Listening</b>	<p>Welsh reception – Greet others over the phone with a Welsh greeting and converse in the persons language preference.</p> <p>Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate.</p>	<p>Listen to Welsh conversations and contribute in Welsh, except for technically complex matters.</p> <p>Listen to Welsh medium meetings, discussions and phone calls on simple matters, but contribute in English for more technical and complex matters.</p>
<b>Reading</b>	Use translation software (as required) to get the grasp of simple correspondence with understanding of its limited capability.	Read Welsh medium news articles, short reports and social media to develop knowledge in a field.
<b>Writing</b>	<p>Welsh reception – respond in Welsh to all requests received in Welsh</p> <p>Update documents and correspondence with Welsh dates and other generic terms.</p>	<p>Ability to draft short letters, reports, and social media content in Welsh, using software where unclear</p> <p>Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.</p>