

THE LIBRARY AND MUSEUM OF FREEMASONRY

Records Manager

18 month full-time fixed-term contract

Role Description

The Archives Team of the Library and Museum of Freemasonry has devised an outline strategy for introducing records and information management within the Registration, Technical and Specialist Services, Secretariat and other departments of the United Grand Lodge of England. The purpose of this new project role is to implement the strategy recommendations for records management, digitising records and digital preservation. The post holder will develop records management policy and procedures, including retention schedules from record surveys; supervise the off-site storage of manual records; develop classification schemes for digitised records to be linked to a membership database and devise strategies for digital preservation.

The post holder will report to the Archives and Records Manager of the Library and Museum of Freemasonry and will work day to day primarily with the Registration department of UGLE.

No prior knowledge of freemasonry is required.

Key responsibilities

- Work with UGLE teams and the Archives Team of the Library and Museum of Freemasonry to develop and implement a Records Management Policy
- Develop and implement records management policies and procedures, providing guidance and advice to colleagues across UGLE at all levels
- Devise procedures for managing paper and electronic records, using existing on and off-site storage solutions and EDRMS applications, transferring records of historic or governance interest to the Archive Collection of the Library and Museum of Freemasonry for permanent preservation and assessing solutions for digital preservation.
- Assess and implement a solution for legacy paper records, stored currently in on- and off-site storage, in compliance with relevant records management standards and guidance
- Review, revise and implement Record Transfer Lists for records sent off-site as required and maintain audit trails for paper and electronic records created by UGLE Teams
- Supervise the work of two temporary records assistants undertaking off-site record storage preparation in UGLE
- Review and develop new retention schedules from existing record surveys as required for paper and electronic records created by UGLE Teams
- Liaise with the Archives Team of the Library and Museum of Freemasonry, UGLE managers, the Data Protection Officer and legal advisors re GDPR implementation and maintenance
- Seek continuous improvement in performance and quality standards (of the job/role or the department or the staff as applicable)
- Set challenging personal and/or team targets and review them on a continuous basis as applicable
- Attend and positively contribute to meetings, seminars and project groups as required
- Carry out any other activities, duties and tasks as directed

Person specification

(E) means Essential; (D) means Desirable

Qualification requirements

- Educated to recognized honours degree standard or equivalent (E)
- Recognised postgraduate qualification in archives and/or records/information management (E)
- Registered membership of a relevant professional body preferable (D)

Experience

- Significant post-qualification records management experience (D)
- Experience of contributing to manual and digital records and information policy development and implementation (E)
- Collaborative and/or partnership working (D)
- Personnel supervisory experience (E)
- Work within the administration function of a membership organisation or similar would be an advantage (D)

Skills

- Excellent technical and practical skills in records and information management services and procedures (E)
- Excellent interpersonal and influencing skills including the ability to advise and work with staff at all levels in the organisation (D)
- Excellent verbal and written communication (E)
- Strong advocacy and presentation skills (D)
- Effective team working skills (E)
- Ability to manage potentially conflicting demands and prioritise them (E)
- Ability to self-motivate, to demonstrate initiative and work flexibly (D)
- Ability to supervise staff (E)
- Ability to organize, plan and prioritise to meet deadlines (E)
- Ability to produce logical and clear solutions to problems (D)
- ICT including competency in the use of MS Office and knowledge of EDRMS functionality (E)

Knowledge

- Excellent knowledge of records and information standards (E)
- Excellent knowledge of records and information-related legislation and regulations (D)
- Awareness of the benefits and challenges presented by information technology to the management of records and information (E)
- Knowledge of current technology supporting electronic records including digital scanning and electronic documents and records management systems (E)
- Knowledge of functions and services of membership organisations (D)

Hours of work

35 hours per week

Salary and Benefits

Salary: £40,000 - £45,000 per annum (subject to experience)

Group Personal Pension scheme; private healthcare; interest-free season ticket loan

Operating Procedures

To read, understand, manage, operate within and adhere to the principles and standards as described in the following list of documents:

- Staff handbook
- Acceptable Use Policy
- Staff Intranet – reference point for any policy and procedure changes
- Any other operating procedure as may be in use or implemented from time to time

Any job offer is subject to a satisfactory Disclosure and Barring Service check.