

JOB DESCRIPTION



Department: Central Services

Division/Section: Legal

Job Title: Records Management Officer

Responsible to: Records Manager

Grade:

Date Revised: 20/03/14

Corporate administration of Freedom of Information requests

Principal Functions: Development of corporate records storage provision

Support for data protection compliance.

Main Duties: Maintain Fol files and databases; provide management information on all aspects of Fol; assist with cross-departmental requests; provide advice to departmental Fol officers as required; maintain the corporate publication scheme.

Provide guidance and advice to departments processing Data Protection Act Subject Access Requests.

Processing records and archives at the corporate records store, including maintaining and developing the database, processing files, and liaising with records stakeholders; managing the process of file retrieval, loan and return; managing the annual records' disposal exercise; maintaining the overflow storage facility at Thornliebank.

Research, support and administrative help for the Records Manager and for Legal Services as required, including managing the Legal section's area of the Council website

For further information, please contact Craig Geddes on 3059.

