

FALKIRK COUNCIL



Job Profile

Job Title:	Information Governance Assistant
Reporting to:	Information Governance Team Leader
Responsible for Line Management of:	N/A
Your Job is to:	Assisting the Information Governance Team Leader in managing the Council's corporate records with regard to Sections 53 and 54 of the Local Government etc (Scotland) Act 1994 and the Public Records (Scotland) Act 2011. To manage records held on behalf of the Governance Division.
Grade:	D
What you will do :	
Job Specific Tasks	
1. To assist in the day-to-day provision of the Corporate Records Centre and records held on behalf of the Governance Division. 2. Be responsible for ensuring compliance with relevant legislation, regulations, policies and procedures 3. To operate and supervise use and access to paper records held in the Corporate Records Centre and digital records held online. 4. Help maintain the Council's Business Classification and Retention Schedule to ensure compliance with Public Records (Scotland) Act (PRSA) 5. Use scanning equipment to scan paper records to a high standard into PDF format and Use internal systems to create, record and manage an audit trail of all records held, both in paper and in digital format. 6. Using analytical skills to research information to locate and retrieve records 7. To apply and maintain statutory requirements for access to information, ensuring the appropriate retention periods are adhered to and confidential disposal of records at the appropriate time 8. Support Services in their transition from shared drives to M365 solutions such as SharePoint, including the implementation of digital preservation tools to safeguard digital records 9. Responding to enquiries from individuals from other Council services, providing advice and support on record management issues and promoting a corporate culture of good information governance practices. Working with the Council Archives service to ensure records of archival value are retained 10. To process the metadata and information for the Governance Division's Internet and Intranet pages, ensuring all digital content meets accessibility standards.	

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to deal with conflicting priorities and deadlines.
4. You may be required to handle cash or process financial transactions such as invoices
5. You will be expected to communicate well with colleagues and others.
6. You will have excellent written and verbal communication skills.
7. You will provide support services to internal colleagues.
8. You will be required to provide advice, guidance or personal services to individuals or groups
9. You will be responsible for handling and processing information.
10. You will be responsible for moderately expensive equipment.
11. You may be required to work at heights.
12. You will be required to use your own initiative.
13. You will be required to exercise sound professional judgement.
14. You will be required to maintain up to date knowledge of relevant legislation.
15. You will be required to maintain confidentiality at all times.
16. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Diploma in Diploma in a relevant subject e.g. Business Administration etc or equivalent		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Problem solving skills • Attention to detail • Experience of working within a records management environment • Relevant experience is required. • Experience working as part of a team. • Experience in moving and handling. • Ability to organise competing demands. • Experience of relevant legislation. • Experience in data protection legislation. • Basic computer literacy. • Experience using MS office packages.	• Organisational skills • Customer care skills • Analytical skills • Previous office administration experience. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview