

# It starts with community

The National Lottery Fund  
Role Profile



## Records Manager

**Directorate:** Chief Exec Office

**Department:** Legal Services

**Role/Competency level:** Level 3

**Reports to:** Head of Legal Services



# Role Profile: Records Manager

## Role purpose

This post provides a service to the Fund covering all aspects of Records Management.

You will ensure compliance with relevant records management legislation, related standards and good practice. Developing and delivering a records management strategy and corporate-wide policies, procedures and standards on records management. This will include an Implementation Plan on Records Management for corporate approval, including the development of an Information Asset Register, a document classification and marking system for the Fund and relevant templates and training materials for colleagues.

You'll promote understanding and engagement with good practice across the Fund, with a positive information and records management approach through the provision of training and meetings with staff at all levels. You'll develop strong working relationships with external stakeholders, including The National Archives and represent and act as ambassador for the Fund at external meetings relating to any aspect of our information and records management.

You'll completely refresh the Fund's Data Retention policy and develop an archiving policy and digital preservation strategy and ensure that these are regularly reviewed and updated. You'll also contribute to the rationalisation or implementation of new information systems, including ensuring our records management approach reflects the Fund's use of O365.

You'll be responsible and proactive in your own continuous professional development and maintain an up-to-date knowledge of current and emerging legislation, regulation and best practice relating to the management of information and records. You'll work within the Fund's corporate governance structures for updating our policies and procedures and to influence draft legislation or regulation in this area where relevant, in line with our strategy and corporate objectives.



# Role Profile: Records Manager

## Key responsibilities

- Ensure records management compliance
- Develop and deliver record management strategy, policies and procedures
- Develop and maintain a data retention policy and procedures
- Promote record management best practice
- Develop external stakeholder relationships
- Contribute to information system development or implementation



# Role Profile: Records Manager

## Knowledge, skills and experience

- Experience of designing and implementing records management strategies and systems, including within Office 365
- Experience of using IT systems for managing information (particularly O365)
- Comprehensive understanding of Records Management principles, national guidance and Data Protection and Freedom of Information legislation, including the Lord Chancellor's Code of Practice under the FOI Act on Records Management
- Track record in stakeholder management and exerting influence with senior and more junior colleagues
- Experience of providing training to colleagues
- Experience of working within multi-disciplinary teams, providing direction, highlighting priorities, influencing senior internal stakeholders and identifying solutions
- Ability to work in a complex environment with multiple and sometimes competing priorities
- At least 12 months' experience within a public sector setting
- Desirable: Qualification in records or information management and/or accreditation by a relevant professional body (e.g. Information Records Management Service (IRMS), Archives & Records Association (ARA) or the Chartered Institute of Library and Information Professionals (CILIP) or the equivalent experience
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.



# Role Profile: Records Manager

## Role competencies: Level 3

- Strategic direction**  
 Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- Leading our culture**  
 Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- Working together**  
 Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- Delivering quality results**  
 Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- Diligence and control**  
 Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- Developing self and other**  
 Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

## Our Values



### We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



### We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



### We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



### We are adaptable

We welcome and embrace new ideas and ways of working.



### We are compassionate

We work with care consideration and humility.