



THE HONOURABLE SOCIETY OF THE  
**MIDDLE TEMPLE**

**Information Governance and Records Manager**  
**The Honourable Society of the Middle Temple - City of London**  
**Three Year Fixed Term Contract**  
**Salary circa £35,000 plus excellent benefits**

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities. The Inn has approximately 7,000 practicing members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

We are now looking to recruit an Information Governance and Records Manager to develop, implement, and review an organisation-wide records management strategy. The role will be accountable for ensuring that the infrastructure, policy and procedures are in place to deliver the strategy and to support staff across the organisation through training and guidance to implement effective records management.

It is essential that you have a relevant degree and experience in records management. You will have a proven track record in implementing a successful records management strategy within a complex organizational environment. It will be crucial for you to have experience of working in a hybrid environment – i.e. working with both paper & born-digital records as well as good working knowledge of records management standards, such as ISO 15489. You will also have experience of developing policies and procedures to ensure a high standard of information security and compliance with data protection and other legislative requirements.

The successful candidate will enjoy excellent benefits including a generous pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Sophie Frankis at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Sunday 22<sup>nd</sup> November 2015**.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Information Governance and Records Manager
<b>Department:</b>	Finance Department
<b>Reporting to:</b>	Director of Finance & Resources
<b>Responsible for:</b>	No staff report directly to this post
<b>Location:</b>	Middle Temple
<b>Tenure:</b>	Three Year fixed-term contract, with a possibility of extension.
<b>Salary:</b>	circa. £35,000
<b>Hours:</b>	40 hours per week between the hours of 9am and 5.30pm
<b>Job Purpose:</b>	This post will be responsible for the development, implementation, and on-going review of an organisation-wide records management strategy.

The post-holder will be accountable for ensuring that the infrastructure, policy and procedures are in place to deliver the strategy and to support staff across the organisation through training and guidance to implement effective records management.

### **About the Middle Temple**

Middle Temple is one of the four Inns of Court, responsible for the training and qualification of barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan dining hall, meeting rooms, a renowned legal library, a large garden and the historic Temple Church. The Inn has approximately 7,000 practicing members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

### **History of Record-keeping at Middle Temple**

Whilst the Inn has traditionally recognized the value of its historical records, which are managed by professional staff in the Archive, it does not have a dedicated Records Manager role at present. Historically, the Inn has adopted a Registry system, centralizing its records (then in paper form) in a management system based on an agreed filing classification scheme that was used to label folders and filing cabinets. This paper-based system ceased in about 2007, although there is some legacy from this system still operating in parts of the Inn. Whilst the vast majority of records are now created electronically, there is still a culture of paper-based or hybrid record keeping systems in some departments within the Inn; increasingly records are stored and accessed electronically. Responsibility for records management, since the ending of the Registry system, has been with individual staff members and different departmental approaches have sprung up over time. The Inn is now seeking, with some urgency, to introduce good practice in records management across the organisation.

The Inn is required to comply with a wide range of legislation and compliance frameworks due to its work as a membership body, grant-giving institution, property manager, and hospitality venue as well as its role within legal education and training. Under the Temples Order of 1971, the Under Treasurer is responsible for a small number of local authority functions, which are subject to the Freedom of Information Act <http://www.middletemple.org.uk/about-us/the-inn->



[as-a-local-authority/freedom-of-information](#). The Archivist currently acts as the FOI Compliance Officer. The Director of Finance & Resources currently acts as the Data Protection Officer for the Inn.

### **About the Role**

Following a review of record-keeping practice within the Inn in 2014 (using the DIRKS methodology Stages A-E), the Inn is now seeking to deliver a project to develop and implement an organisation-wide records management strategy. This new post will be responsible for developing a strategy that meets the needs of the Inn, based on the recommendations from the 2014 review; implementing the new strategy through creating records management policies and procedures that support effective decision-making, management of risk and efficiency within the Inn; and future-proofing by ensuring that all staff are adequately trained and supported in taking responsibility for adopting the new strategy.

The post-holder will need to collaborate with all staff involved in the creation and management of records. In particular, the post-holder will work closely with the IT staff to ensure that any new policies and procedures are appropriately supported via IT infrastructure and software. The post-holder will need to liaise closely with the Archivist regarding the transfer of relevant records to the Archive. The post-holder will also need to work closely with the Director of Finance & Resources (as Data Protection Officer).

The Inn is looking to take on a self-motivated and experienced professional who is willing to take on the challenge of seeing the strategy through from development and implementation to post-implementation evaluation.

### **Responsibilities:**

*This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.*

### **General**

1. Lead the development of a corporate strategy covering the management of all the Inn's records (other than those designated as part of the existing Archive).
2. Request and appropriately deploy resources to ensure the effective and efficient implementation of the corporate strategy.
3. Create policies and procedures to ensure a high standard of information security and compliance with data protection and other legislative requirements.
4. Produce records management procedures and guidelines, based on international standards and codes of practice, which are appropriate to the Inn's organisational culture and business needs.
5. Ensure staff of the Inn are aware of, understand, implement, and adhere to all record management procedures, manuals, and guidelines.
6. Develop budget proposals and manage any approved budget; reporting to the Director of Finance & Resources periodically.



### ***Specific***

1. Create a project plan and timetable to develop, implement, review, and embed the records management strategy within a three-year timeframe.
2. Develop a written records management policy to be approved by the Executive Committee on behalf of the Parliament (the Inn's governing body).
3. Working closely with relevant staff, develop retention schedules for all major record series created by the Inn, ensure these remain up to date and are fully implemented.
4. Work with the IT staff on developing the use of appropriate software to support records management and all aspects regarding the effective creation, storage, and access to digital records.
5. Liaise with the Archivist regarding the effective transfer of records (both paper and digital) for permanent preservation in the Inn's archive.
6. Liaise with all departments implementing new business systems to ensure that these provide appropriate records and comply with relevant legislation, for example the membership database and venue management systems.
7. Liaise with other staff as appropriate to integrate reference to the Records Management Policy and Procedures into related Policy Documents (e.g. Staff Handbook, Business Continuity Plan, etc.)
8. Produce appropriate training material for staff in new records management policies and procedures to ensure effective implementation. This may include the development of a network of 'records management ambassadors' within departments.
9. Advise on all issues relating to statutory responsibilities for corporate records, including those relating to the Data Protection Act 1998, the Freedom of Information Act 2000, and more generally support the information security of the Inn.
10. Undertake training and continuing professional development activities as appropriate to ensure post-holder's skills are kept up-to-date.
11. Prepare and present reports to members of the leadership team and relevant organisational committees, as required, on the progress of the implementing the records management strategy.



## PERSONAL SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A degree or equivalent</li><li>• A recognized professional qualification in records management, information management, or other relevant area</li></ul>	<ul style="list-style-type: none"><li>• Accredited qualification in Data Protection, and/or project management (e.g. BCS)</li><li>• Membership of a professional body such as the Archives &amp; Records Association or Information and Records Management Society</li></ul>
<b>Relevant Experience/ Knowledge</b>	<ul style="list-style-type: none"><li>• A proven track record in implementing a successful records management strategy within a complex organizational environment</li><li>• Experience of working in a hybrid environment – i.e. working with both paper &amp; born-digital records</li><li>• Good working knowledge of records management standards, such as ISO 15489, and a sound understanding of current records management issues and best practice</li><li>• Extensive experience of drafting records retention schedules and associated records management policies, procedures, and guidance.</li><li>• Good working knowledge of the Data Protection Act ('DPA') and other relevant legislation, and experience in ensuring DPA compliance.</li><li>• Extensive experience of working with electronic records, including experience with an Electronic Document and Records Management System and/or SharePoint</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as a Data Protection Officer and/or Freedom of Information Compliance Officer.</li><li>• Previous experience in a charity or business environment</li><li>• Experience of using appropriate computer software for records management</li><li>• Experience in ensuring good record-keeping practice in the implementation of other business systems</li><li>• Experience of budget management</li></ul>



	<ul style="list-style-type: none"><li>• Demonstrable experience of designing and delivering appropriate records management/compliance training</li><li>• Experience of driving effective and lasting records management change within an organization</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>• Strong written and oral communication skills, including the ability to explain specialist issues simply to non-specialist staff at a variety of levels and to draft clear and concise written guidance Proven track record of supporting a wide range of staff to engage with effective records management practice</li><li>• Excellent project management skills including ability to identify milestones, work to deadlines and make effective use of resources</li><li>• Excellent all-round IT skills, including familiarity with the Microsoft Office suite of products and confidence in using other business systems</li><li>• Ability to work on own initiative, problem solve, and exercise own judgment with discretion</li><li>• Strong interpersonal and persuasion skills and experience of building and maintaining relationships with a wide range of stakeholders</li></ul>	<ul style="list-style-type: none"><li>• Evidence of commitment to ongoing professional development</li></ul>