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# Example of Records & Information Management Job Description

Our innovative and growing company is searching for experienced candidates for the position of records & information management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for records & information management

* Undertaking any broader information governance activity as required by the Global Team
* In conjunction with the US RIM project team, leading the development and delivery of a records management capability to meet US Regulatory requirements
* Providing subject matter expertise relating to US regulatory records management requirements plus the broader records management spectrum
* Developing policies, standards and procedures relating to US regulatory records management
* Identifying and gathering business requirements and conducting business analysis to assist in meeting any US regulatory records management requirements
* Analysing and documenting 'as is', and designing future state 'to be,' process maps and flows for meeting US regulatory records management requirements
* Assisting in the monitoring and implementation of records management practices to meet US regulatory records management requirements
* Manage the overall PMO team
* Track the delivery of programs against the consolidated baseline plan
* Manage cross program status, including the integration of delivery partners

## Qualifications for records & information management

* Developed or assisted with development of complete, accurate, and unambiguous documentation relating to business and functional requirements, business processes
* Degree in related subject area
* Sound knowledge, understanding and experience in information governance, and records and information management
* Some exposure to and/or understanding of US regulatory records management requirements including CFTC/Dodd Frank and SEC
* Some exposure to and sound knowledge of technology platforms and technology solutions underpinning information governance including those that might be suitable for US regulatory requirements
* A level of comfort with and ability to work under a matrix reporting arrangement