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# Example of Records & Information Management Job Description

Our innovative and growing company is hiring for a records & information management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for records & information management

* Working in consultation with the IT Officer at central level, review and set-up computerized records management systems in the Regional Offices and the linkages with paper, and make appropriate recommendations
* Recommend and help establish sound Records and Information Management Policies, Processes and Procedures that resonate with existing standards and guidelines for managing records in the public service
* Provide essential induction in Records Management to key staff of the Regional Offices in order to ensure sustainability of the procedures implemented
* Review the legislative and regulatory framework for Records Management and Archive administration in the public service
* Review Institutional arrangements including records storage capacity in MDAs
* Assess the capacity of systems and procedures capable of capturing, maintaining and providing access to records as evidence over time
* Assess staff capacity to manage government records in both paper and electronic environments
* Assess physical facilities/location (defining the required building, which should be capable of supporting professional workflow and of protecting and preserving paper and electronic records)
* Develop recommendations on short and long-term options for records management and Archives
* Technical approach, methodology and work plan demonstrating a clear understanding of the TOR-20%

## Qualifications for records & information management

* Ability to handle sensitive information with absolute confidentiality and professionalism
* Drive and carry out operational Records and Information Management processes independently (data analysis, data maintenance, data migration, data research, records disposal)
* Analyse and evaluate existing processes and solution designs aiming at continuous improvement
* Identify and analyse requirements and contribute to change and release management in close collaboration with your team, the business, IT developers, application owners and other stakeholders
* Participate in projects and initiatives and ensure efficient completion of assigned tasks
* Communicate and collaborate with international stakeholders with various cultural and professional backgrounds