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# Example of Records & Information Management Job Description

Our company is looking to fill the role of records & information management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for records & information management

* Monitor records management compliance requirements and controls
* Collaborate with IS teams to drive value propositions for content management, search, analytics, and collaboration systems
* Socialize and maintain good information management practices, portals, guidance and training across the enterprise
* Support global information management policies, controls and services
* Subject matter expert for industry-leading security tools for classification, labeling, and handling related to unstructured content
* Partner with the cyber security team to identify evolving data protection risks, threats trends and tools
* Partner with technical teams to identify compliance and information management improvements for enterprise content management and collaboration systems
* Manage and update as appropriate, Firm policies and procedures pertaining to records management and social media including, Firm record retention schedules
* On-going management of the following internal recordkeeping systems including
* Implement and maintain appropriate records management process and system solutions in collaboration with IT and appropriate business partners

## Qualifications for records & information management

* Relevant Records Information Management related certifications (e.g., CIP, CRM)
* Track record of influencing and providing consultative guidance to senior management around complex records and information management issues
* Bachelor’s Degree, perfer RHIA Certification
* Minimum 7 years’ of experience in records and information management and/or data protection and privacy
* Certified Records Manager (CRM) strongly preferred
* Proven leadership and collaboration abilities