

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation AccessAble who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 16 June 2019
Interviews are planned for: 2 July 2019





JOB DESCRIPTION – Job ref REQ02681

Job Title and Grade:	Records Manager Grade 6
Contract:	Permanent, Full-time
Hours:	36 hours per week
Salary:	£26,243 - £29,515 per annum
Department/Section:	Estates and Campus Services
Responsible to:	Director of Estates and Campus Services
Reports on a day to day basis to:	Asset Manager
Responsible for:	Technical and Administrative support
Purpose of job:	<p>The post holder will have responsibility for:-</p> <ul style="list-style-type: none"> - Lead in the development, implementation and management of a centralised record management system covering maintenance and capital development. - Utilising existing (Planet system, Excel) and new record management systems to ensure the centralised record system is up to date, comprehensive, accessible and the documents/data contained protected. - Provide information reports to the Maintenance and Capital Development teams in accordance with user requirements. - Liaise with Health & Safety and Compliance in order to ensure that record systems are robust, contain all required data and are regularly updated. - Liaise with the Maintenance and Capital development team to ensure that all relevant information within project files (as built drawings, O&M manuals, contracts, reports) are digitised and available within identified files.

Duties of the Post:

The main duties of the post will include:

1. The development, implementation and management of a technical centralised Record management system covering all relevant Maintenance and Capital Development functions.
2. Take the lead and with others develop end-to-end information flow processes and implement a full records management system, which provides relevant and current information into other functional areas such as Contract Management, Compliance Management, and Asset Management.
4. Provide a functional Records Management lead with regards to developing in conjunction with others, synergies between a centralised system and other computerised systems with a particular focus on Computer Aided Facilities Managements Systems (CAFM) such as Planet.
5. In conjunction with others develop and manage a regular system of record management reporting with meets management needs across the Maintenance and Capital Development function areas.

6. In conjunction with others ensure that all Health & Safety and Compliance records are complete, robust and provide informed reporting.
7. In conjunction with others combine where appropriate the centralised record management function with Asset Management and Contract management requirements.
8. Develop in conjunction with others a robust and complete record management system covering all aspects of the Maintenance, Capital and Development function.
9. Lead in conjunction with the Asset Manager, the development and implementation of robust project handover documentation processes.
10. Resolving problems with information management through effective use of software and other information management resources.
11. Ensure at all times that the centralised record management system is accessible and support compliance with information security and data protection legislation.
12. Working with appropriate managers in the preparation and dissemination of Estates policies procedures and other appropriate documentation, including developing the Maintenance and Capital Development presence on the Universities web portal.
13. Provide timely and informed reports meeting the requirements of a wide management team as directed.
14. Assist colleagues concerning identifying and implementing record management requirements.
15. Provide a record management updating function including the amendment of CAD/record drawings as directed.
16. Attend any training courses that are deemed necessary to enable a satisfactory level of technical and managerial expertise to be maintained.

Any other duties as may be assigned from time to time by the Director of Estates and Campus Services or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

May 2019

PERSON SPECIFICATION

JOB TITLE: Records Manager

Qualifications /Training

	Essential	Desirable
▪ Qualification and/or suitable experience in CAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Project management qualification PRINCE 2 or APM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Qualification and training in relevant work areas which could include, building maintenance, mechanical services, electrical services, Health & Safety, Asset Management, Contracts	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Demonstrable experience in the development, implementation and management of complex record management systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable experience in delivering, implementing and managing Health and Safety, compliance and regulatory frameworks, practices and data platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience within the built environment in record management including Health and Safety, compliance and regulatory frameworks, practices and data platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in designing, implementing and managing sustainable record management and data management systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in delivering sustainable change programmes across diverse teams and functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience across a wide service and client base in the assessment of service and funding priorities within a Record Management framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in the drafting and presenting of suitable reports covering a diverse range of records and broad audience base	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in the drafting, reviewing and management of PPM programmes, service schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in project management	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to organise, review and manage a wide range of information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to communicate with craft, academic and administrative staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good level of IT literacy and confidence with using bespoke and standard databases, software and operating systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent analytical, administrative and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good customer service skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A positive outlook and professional manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ A willingness to adopt and apply new methods of working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Hold a full, current UK driving licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

May 2019

Estates and Campus Services

You can find more information about the department at the following link:

<https://www.essex.ac.uk/staff/professional-services/estates-and-campus-services-section>

General information

Informal enquiries may be made to Karen Murray, Asset Manager, (telephone: 01206 874651 e-mail: kimmurray@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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