Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Assistant Digital Records Manager

3 Year Fixed Term Contract

The Position

Limerick City & County Council invites applications from suitably qualified candidates for the position of: Assistant Digital Records Manager, (Fixed Term Contract). The successful candidate will work with the Archives and Records Management Team as part of the Limerick Information Transformation programme (LITe) delivering a digital records management system to all staff.

The successful candidate will be expected to carry out the following duties which will include but will not be limited to:

- Support the development of a Business Classification Scheme capturing the functions, activities and transactions of the organisation for deployment within an enterprise wide document management system the Limerick Information Transformation e Programme (LITe)

- Support the roll out of the LITe System to all business units.

- Proactively develop and support a culture of high quality records management policy and practice across the organisation essential for the successful deployment of an enterprise wide document management system.

- Oversee the migration of documents from legacy systems into a new Document Management System and its deployment to all business units of the City and County Council.

- Support the change management and training required to ensure widespread adoption of the system by all staff through the development of and delivery of excellent communication strategies.

- Support the adoption and implementation of a Records Management Policy, information audits, information governance and a series of records management procedures for deployment in a digital environment.

- Support the implementation of a document retention system for digital records overseeing their destruction and preservation.

- Provide advice on ensuring Limerick City and County Council digital records satisfy standards of authenticity and reliability.

- Develop and manage the implementation of a range of records and information management services including retention schedules, information audits, information governance and a records management skills development ensuring the efficient and effective planning and delivery of services in order to support the achievement of Council objectives.

- Work with the City and County Archivist, and other colleagues to support the further development of a corporate framework and authority-wide policies and standards for the effective management of the Council's records and information across formats.

- Work with relevant colleagues within the Council and external partners to develop and implement records management requirements for electronic document and records management systems.

- Work with relevant colleagues to ensure the long term management and preservation of born digital records.

- Monitor and upgrade the Business Classification Scheme (LOGICS) ensuring it is a live master document that outlives any software and system evolutions to ensure records are authentic and accessible over time.

- To develop effective working relationships and develop strategies to ensure records management practices comply with relevant legislation and regulations such as Freedom of Information and Data Protection.

- Any other duties as may be assigned

<u>The Person</u>

On the closing date for receipt of completed application forms, candidates must:

(a) be of good character.

(b) each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms hold or have:

- Postgraduate qualification in either Archives and Records Management or Information and Library Studies.

  OR

- Postgraduate qualification level 9 in a research discipline with a background in digital records management.

It is desirable that the successful candidate will demonstrate through their application form and at interview that he/she has:

- Knowledge in the field of document management systems software.

- Knowledge and understanding of records theory, record management standards, recordkeeping practices and digital preservation systems.

- Knowledge of the methodology supporting the development of multi- level classification schemes and the application of records management theory to the digital environment.

- Knowledge of Data Protection and Freedom of Information Legislation.

- Thorough knowledge of retention guidelines and relevant records and information management technology applications for records retention.

- Knowledge of the technical requirements for digital preservation, including metadata schema, workflows and file formats, hardware and software.

- Knowledge of the global and Irish digital environment in relation to data management, content sharing and digital preservation.
- Excellent IT skills and a demonstrated interest in digital records.

- Experience in handling large data sets, data analysis, creating workflows and reporting.

- Demonstrated ability to work effectively in a team.

Salary:

Salary scale: €42,041 to €50,490 (LSI 2) is inclusive of two long service increments. Payment of increments is dependent on satisfactory performance.

Hours of Work:

The normal working hours are **37 hours per week.**

Annual Leave:
30 days per annum.

Application Process

Completed application forms must be e-mailed to recruitment@limerick.ie no later than **Monday 26th August 2019.**

An official application form must be completed in full by the closing date for the competition. **Please note that amendments to the application form will not be accepted after the closing date.**

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address.

Selection Process

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Shortlisting may apply based on information supplied on application forms and the requirements of the position.

Interview:

Candidates at the interview will be questioned on at least some of the indicators listed below:

Delivering Results	• Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. • Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.
Leading and motivating and managing performance	• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans. • Effectively manage Team Performance. • Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.
Personal Effectiveness	• Takes initiative and seeks opportunity to exceed goals • Manages time and workload effectively • Maintains a positive, constructive and enthusiastic attitude to their role.
Relevant Knowledge and Experience	• Has knowledge and understanding of local government structure including service requirements. • Understands key challenges facing the local government sector and Limerick City and County Council • Understands the role of a Staff Officer • Knowledge & Experience of operating ICT systems.

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

August 2019