

## Job purpose and person specification

<b>Job Title:</b>	Information Management Advisor
<b>Service:</b>	Information and Records
<b>Grade:</b>	Scale 6
<b>Reports to:</b>	Senior Analyst Information management

### Job Purpose:

The Information Management Advisor will work collaboratively across the Council to support the delivery of a broad range of CCC strategic objectives and outcomes.

The post holder will provide practical support and advice across the Information and Records Service whose focus is on the delivery of the following functions:

- Information Management & Governance
- Records Management

Whilst working collaboratively with colleagues to support the wider delivery of all aspects of the work of the Information and Records Team.

## **Principal Accountabilities/Delivery of Outcomes:**

### **Information and Records**

#### **Service Delivery of outcomes**

- Support the work of the Information and Records Service providing administrative and practical assistance to enable delivery of activity on time and to appropriate standards.

#### **Data Capture and Analysis**

- Support the data capture / analysis function collating and inputting data/information for the completion and updating of information systems, databases, logs as required generating reports, preparing letters, memos and documents.

#### **Support**

- Provide administrative support for Information and Records Service including the taking of minutes, preparation of documents, presentations and activity/project reports, arranging meetings and events to ensure the smooth operation of the work of the service.
- Carry out support functions including maintaining filing, distributing documents, collecting, chasing and maintaining project/activity level information, having oversight and awareness of key tasks and deadlines so that progress can be checked and issues either escalated or resolved.
- Provide support to respond to information requests and queries, liaising with Officers, Managers and services to ensure all advice and communication is delivered to County Council standards and regulatory guidelines

#### **Partnership working**

- Engage with key contacts and stakeholders to ensure the coordination of information/ activities as required.

#### **Cultural Change and Self Development**

- Identify opportunities to develop your skills and competence via your personal development plan.
- Work collaboratively across the organisation

#### **Communication**

- Administer communication processes including drafting briefings, blog entries and communications plans for all stakeholders to ensure that they are kept up to date with the progress of activity within the service.

#### **Governance and reporting**

- Support the service to ensure statutory reporting and Council reporting requirements are delivered to agreed time and quality.

#### **Finance**

- Undertake financial support duties as required to support the efficient delivery of services.

### Job Knowledge, Skills & Experience:

Qualifications Required	Subject	Essential/ Desirable
5 GCSEs or equivalent	English and Maths at GCSE	Essential
IT	IT literacy particularly with the Microsoft Office suite	Essential
NVQ level 3	Administration	Desirable

### Minimum levels of knowledge, skills and experience required for this job

Knowledge		
An understanding of the environment in which local government operates	<ul style="list-style-type: none"> <li>• Extensive office administrative experience</li> </ul>	Essential
IT & technical	<ul style="list-style-type: none"> <li>• Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages</li> <li>• Knowledge of relevant legislation and its requirements</li> <li>• Understanding of financial management, procedures and processes</li> </ul>	Essential
General	<ul style="list-style-type: none"> <li>• A general awareness of the issues and challenges facing local Government.</li> </ul>	Desirable

Skills		
Skills and attributes	<ul style="list-style-type: none"> <li>• Highly organised and motivated.</li> <li>• Able to prioritise workload and complete in timely manner</li> <li>• Able to consistently produce</li> </ul>	Essential

	<p>work of a high standard</p> <ul style="list-style-type: none"> <li>• Able to communicate effectively with a range of people.</li> <li>• Able to be proactive and work under own initiative within guidelines.</li> <li>• A flexible approach to duties.</li> <li>• Must be approachable and helpful.</li> <li>• Have the tenacity to follow up project teams to ensure returns are submitted on time.</li> <li>• Show attention to detail.</li> <li>• Committed to ongoing personal and role development</li> </ul>	
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