

## **JOB DESCRIPTION**

Post: **Records Officer**

Responsible To: **Heritage Manager**

Contract: **Fixed term, Full time – 6 months with possible extension**

Salary: **£20,000-£22,000 Based on experience**

Chichester Festival Theatre is one of the UK's flagship theatres, renowned for the exceptionally high standard of its productions as well as its work with the community and young people. It is home to one of the country's largest youth theatres with 800 members.

Chichester Festival Theatre is a Company limited by guarantee.

## **RECORDS OFFICER**

### **JOB PURPOSE**

CFT is increasing its own environmental awareness and subsequent impact to the local community and wider surroundings. Having recently created a Green Committee, the staff are making a conscious effort to reduce the negative impact of its activities to the environment. Our initial goal is to reduce paper use and wastage as part of archiving along with lowering the annual costs associated with storing our hard copy archive material off site. For 2019-2020 we want to develop and implement a streamlined system for digital storage and ongoing records management and archiving. The role will be at the forefront of planning and implementing the new system and digitising CFT records.

### **KEY RESPONSIBILITIES**

#### **Paper**

- Liaising with Iron Mountain to recall boxes
- Scanning, saving and recording information as per a pre-planned method
- Setting up a workflow for the processing of records with the guidance of the Heritage Manager
- Looking at paper files and assessing what to retain
- Disposal or transfer to archive of records outside retention period

#### **Digital**

- Support the introduction of a digital system
- Looking at CFT digital records and assessing what to retain
- Disposal of records or information in line with GDPR and the needs of departments

- Setting up an ongoing framework and process for future disposal of files/documents in line with our GDPR policy
- Working with volunteer groups to digitise records

### **Across Company**

- Attending meetings and working with the GDPR Committee to maintain best practice
- Working across all CFT departments to support record management
- Working with the Heritage Manager and West Sussex Record Office on the transfer of records into the historical archive
- Support the delivery of training to team members in different departments in line with the new records management workflow and to maintain consistency and continuity in the process.
- Supporting the reduction of paper files used across the company for storage and mirror a flow and process to lead into an effective and efficient digital archiving method

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Heritage Manager.

The job will at times require unsociable working hours.

### **RESPONSIBILITIES OF ALL STAFF MEMBERS**

- Be aware of the work of the other departments in the achievement of CFT's aims
- Take an active part in communicating and co-operating with other staff and departments
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- Work in accordance with the Equal Opportunities policy of CFT
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work
- Take part in such working groups and committee as might from time to time be required for the fulfilment of departmental and/or company aims
- Maintain a clean and safe working environment at all times

## **RECORDS OFFICER**

### **PERSON SPECIFICATION**

#### ***ESSENTIAL CRITERIA***

- Organised and methodical
- A high level of discretion and confidentiality
- Experience of putting process and structures in place for a large scale project
- Forward thinking, Proactive and can use initiative to problem solve when queries arise, bringing suggestions for resolution
- Experience of Microsoft Office, in particular Excel for records management and Outlook for email and diary organisation
- Previous office admin experience
- Attention to detail
- Awareness of GDPR 2018 regulations
- Actively build working relationships with colleagues, volunteers and contractors
- A collaborative team player as well as being able to work well on their own initiative
- Interest in and commitment to making theatre accessible to all community sectors, and to CFT's Equal Opportunities Policy

#### ***DESIRABLE CRITERIA***

- Previous knowledge of records and information management
- Up to date knowledge of legislations and regulations for GDPR, FOI and copyright affecting access to records and archives
- Use of own car or happy to facilitate transporting records to local records office if required
- Due to the nature of the role there will be a requirement to lift boxes

### **FURTHER INFORMATION**

This post is part of Chichester Festival Theatre's HR Department and is based at Chichester. Normal working hours are Monday to Friday, 10am-6pm, although some degree of flexibility will be required according to workload and will include occasional evening and weekend working.

**Chichester Festival Theatre is committed to safeguarding and protecting the children and young people we work with. We ensure a range of policies and procedures are in place which promote safeguarding and safer practise across our organisation.**

**We believe diversity is about celebrating and valuing individuals. The Theatre has an equality of opportunity approach and aspires to give everyone the chance to achieve their potential.**