**JOB DESCRIPTION**

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| **Job Title:** | Bank Records Administrator |
| **Directorate:** | Digital Services |
| **Base:** | Cygnet Health Care Digital Services  West Park House  207 Torrington Avenue  Coventry  CV4 9AP |

**ORGANISATIONAL ARRANGEMENTS**

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| **Accountable to:** | Records Manager |
| **Other**  **Accountabilities:** | Head of Information Management & Privacy |

**JOB PURPOSE**

As a Records Administrator you will support the delivery and coordination of accurate records for a range of operational and strategic purposes. You will ensure that legal obligations for the creation and retention of records are met.

You will have a good working knowledge of Information Management and Data Protection as well as understanding the complexities of the records management lifecycle and maintaining a dual estate of both digital and paper records.

We are working on a large scale digitisation project that you would be required to support with.

**DUTIES AND RESPONSIBILITIES**

**ADMINISTRATION**

* Oversee the management of electronic information.
* Proficient use of Microsoft Office Applications such as Outlook, Word, Excel etc.
* Support in the implementation and management of filing systems, business classification schemes and records audits.
* Support with review of records ready for upload into systems.
* Upload records into systems in a timely and efficient manner.
* Establish retention periods and remove documents outside of retention period.
* Standardise information sources throughout the organisation.
* Ensure compliance with relevant legislation and regulations.
* Conversion of documents into PDF format.
* Splitting and labelling PDF documents for upload to systems.
* Accurate relabelling and classification of documents.

**GENERAL INFORMATION**

* To attend work reliably and punctually.
* To know where to access policies, to keep yourself up to date with all procedures and policy changes and to be aware of and follow their contents.
* Use an appropriate level of confidentiality where personal information is involved.
* To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by policies.
* To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
* A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.
* It is everyone’s responsibility to ensure that everything possible is done to protect individuals in our care from abuse of a physical, sexual, neglectful, financial or institutional nature.  This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the organisation, as well as the personal development needs of the post holder.**

**PERSON SPECIFICATION - Job Title: Bank Records Administrator**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF  ASSESSMENT** |
| **QUALIFICATIONS** | Relevant administrative experience. | Specialist qualification and/or experience in records management. | Application Form and Interview |
| **KNOWLEDGE EXPERIENCE & SKILLS** | Knowledge and understanding of Data Protection and Records Management Legislation.  IT skills particularly using Microsoft tools. | Experience of understanding complex records management issues.  Experience of working in the field of Records Management or Data Protection. | Application Form and Interview |
| **OTHER** | Excellent verbal and written communication skills, and the ability to communicate effectively with staff at all levels.  Attention to detail to ensure consistency.  Confident, enthusiastic and self-motivated, able to work independently and as part of a team.  Ability to manage own workload and work to specified and often demanding timescales and prioritise conflicting deadlines.  Demonstrate awareness and commitment to confidentiality and equality within the workplace and in the delivery of all services. |  | Application Form and Interview |

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| **Date Prepared:** | 01/03/2024 |
| **Prepared By:** | Michelle Crump – Digital Services Director |
| **Employee’s Name:** |  |
| **Employee’s Signature:** | **Date:** |
| **Manager’s Name:** |  |
| **Manager’s Signature:** | **Date:** |