

Accountant General's Department



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Job Description & Specification

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2022



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ASSISTANT
REGISTRAR-
RECORDS

Public Building West, King Street, Kingston, Jamaica

JOB DESCRIPTION

Job Title: Assistant Registrar - Records
Post Number: 68832
Job Grade/Level: PIDG/RIM 5
Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
Reports to: Registrar
Direct Reports: Library Officer (x 2)

This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

Accountant General

Date

Date received in Human Resource Unit

Date created/revised

1. STRATEGIC OBJECTIVE:

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost effective information systems.

The Division is responsible for the development and maintenance of the Government's Integrated Financial Management Information System GIFMIS. It is also responsible for training the AGD's staff as well as staff of the MOFPS and other MDAs in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD's Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD's records to meet the AGD's information needs, stakeholders' information expectations, and statutory and fiscal requirements regarding records.

2. JOB PURPOSE:

Reporting to the Registrar, the Assistant Registrar - Records ensures effective records management, including provision of library and research services and maintenance of the Treasury library and its collections. Also ensure that materials are current and accessible, and available to library users when required. The incumbent manages the systematic control of the Treasury's records throughout their life cycle, ensuring that records are accurate, effectively recreate their context, are easily accessible, available for years in the future, and can be destroyed routinely when no longer needed, in order to support the day to day operations of the Treasury, and decision making, as well as meet statutory, legal and fiscal requirements, and stakeholder expectations.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To design, set up, maintain, review and document the AGD Records Management Systems;
- To identify the most appropriate records management resources;
- To advise on, and implement new Records Management policies and classification systems;
- To provide a policy framework to guide staff in the management of their records and use of the AGD's records system;

- To manage the Records Management and Treasury information services to incorporate the use of cutting edge technology and automated direct access services;
- To establish and maintain the Treasury Library and its collections, and provide library and research services;
- To ensure the fast, accurate and reliable access to records and the timely destruction of redundant information;
- To ensure business continuity in the event of a disaster;
- To ensure that the Treasury records are stored in a secure environment , and securely maintained to prevent unauthorised access, alteration, damage or removal;
- To ensure the compliance of the AGD's records management policies, processes and procedures with legislative and regulatory requirements, particularly as laid down by the Access to Information Act and other relevant regulations and legislation;
- To ensure that the records management system protects the interest of employees, clients and other stakeholders.

3. KEY OUTPUTS

- Unit strategic operational plan and budget.
- Relevant technical advice to the Accountant General and other key stakeholders.
- Records Management policies and procedures, including Disaster Recovery.
- Unit's SLAs and Customer Charter developed.
- Cutting edge records management system is identified and implemented.
- Records management is fully automated.
- Records management provides direct access to information and services, including Library content, for all key stakeholders including employees, pensioners, and the general public through ICT delivered solutions.
- Treasury Library is established and maintained and library services and research provided.
- Treasury Library materials are current and accessible, and available to library users when required.
- Fast, accurate and reliable access to records and the timely destruction of redundant information.
- Access to information facilitated.
- Records accurately reflect and recreate the original context.
- Retention schedules developed and implemented.
- Current Databases.
- Staff and stakeholder trained in the use of the implemented automated system
- Periodic reporting.

4. KEY RESPONSIBILITIES

Technical

- Participates in the development and manages the implementation of short-term and long-term records and documents management strategy, policy and procedures;
- Participates in the development, tracking, optimizing and enforcing of short-term and long-term records and document management budgets, including for library services;
- Manages the provision of technical guidance to all stakeholders;
- Participates in the formation of the AGD's Records Management policy and procedures to include the provision of library services;
- Develops and implements a customer service charter and SLA's for the unit;
- Manages the day to day operations of the unit to ensure records including library content, are readily available when needed and sufficient in content, context and structure to reconstruct the relevant activities and transactions that they represent and are compliant with records management policies and procedures, SLA's and customer charter;
- Manages the integration of records management with the customer service platform to serve the AGD and its stakeholders in every aspect utilizing web enabled security controlled access portals, popular social media interfaces and mobile friendly applications/platforms
- Participates in the selection and manages the implementation of automated records management system using cutting edge technology and incorporating industry best practice and security level access distinctions;
- Manages the implementation of the change over from paper based to electronic automated records management system;
- Participates in the development and manages the implementation of automated retention and disposal schedules using the records management system;
- Manages the categorisation and codification process for all records to be maintained;
- Manages the archival process to ensure that documents and other material of historical significance and importance are preserved and made accessible through available technology in digital format;
- Manages the availability and accessibility of reference materials, to include Government gazettes, reports, journals, encyclopaedias, dictionaries, textbooks etc.
- Manages the provision of daily newspapers, news magazines, Journals to members of staff and public, Catalogue and Classification;
- Ensures electronic records, changes and additions are identifiable through audit trails;
- Manages records to ensure that they comply with any record keeping requirements resulting from legislation, audit rules and other relevant regulations;
- Manages records to meet the specific purposes for which they are maintained by identifying and linking records to the business process to which they are related;
- Manages records to ensure that they are securely maintained to prevent unauthorised access, alteration, damage or removal – that they are stored in a secure environment, the degree of security reflecting the sensitivity and importance

of the contents; and that where records are migrated across changes in technology, the evidence preserved remain authentic and accurate;

- Keep current with emerging records management trends, and current dominant technologies in records management;
- Produce reports as required.

Strategic Leadership

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the unit and Department;
- Assists with the preparation of the Department's annual Strategic Plan and budget, and supports the Registrar and the Deputy AG Information and Technology to deliver the Division's Operational Plan in an accurate and timely manner;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Records and Information Manager as and when required.

As Unit Head:

- Leads in the smooth and efficient operation of the unit through the management of daily operations;
- Prepares and monitors the unit's operational plan and budget ensuring the work of the unit is carried out according to plan, and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed work plans for the Unit;
- Establishes internal control processes required to manage and grow the unit.

Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the corporate and Divisional Strategic Plans;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;

- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of unit staff are clearly identified and addressed.

Any Other Duties

- Any other related duty that may be assigned from time to time.

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Strategic operational plan developed and individual work plans prepared and implemented with attending budget;
- Adequate relevant technical advice is provided to the Accountant General and other key stakeholders;
- Fast, accurate and reliable access to records and the timely destruction of redundant information;
- Treasury Library is established and maintained and library services and research provided in accordance with the relevant legislation and regulations;
- Treasury Library materials are current and accessible, and available to library users when required;
- Records Management policies and procedures clearly documented and communicated to key stakeholders, including for library services;
- Unit's Customer Service Charter and SLA's developed and implemented;
- A comprehensive disaster and recovery plan for Treasury records is in place;
- The Records Management system is automated;
- Records management system integrated with the customer service platform utilizing web enabled security controlled access portals, popular social media interfaces and mobile friendly applications/platforms;
- The Treasury has changed over from a paper-based to electronic records management systems;
- Internal and/or external information enquiries are facilitated in a timely manner;
- Historically significant records archived as per policy guidelines;
- Records are managed for effective storage and retrieval through the records management cycle in accordance with the relevant legislation and regulations;
- Retention schedules are developed and implemented in keeping with records management standards, legislation, and the Ministry's records management programme;

- All stakeholders trained in the use of the new records management platform;
- The AGD's Records Management policies, processes and procedures are compliant with legislative and regulatory requirements laid down by the Access to Information Act and other relevant regulations and legislation;
- The AGD's Records Management system protects the interest of employees, clients and other stakeholders;
- Periodic reports produced as required, within stipulated timelines.

6. JOB SPECIFICATION:

a. Qualification and Training

Essential:

- A Bachelor's degree in Library, Archival Studies or Social Science from a recognized institution.

OR

- Any other combination of training and experience that would yield the necessary skills needed at this level.

Desirable:

- Certificate/Diploma in Records Management from a recognized institution.
- Formal training in Records Management, Archival Procedures and Information Systems, Procedures and Practices and automated technologies as it relates to Records Management.

b. Essential Experience and Knowledge

- At least 5 years' related experience with at least 3 years in a supervisory capacity.
- Knowledge of the various guiding Acts and Regulations including the Access to Information Act.
- Experience with automated and IT enabled records management, and computer information management systems.

c. Competencies

The incumbent is a senior public servant who represents the Government at all times. The incumbent is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

Core Competencies

- Oral and Written Communication Skills
- Problem Solving and Analytical Skills
- Customer Focus
- Results Focus
- Integrity

Technical Competencies

- Records and Information Management Skills
- Knowledge of Legislations, Policies and Procedures

7. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Physical Demands – May be required to do some amount of lifting, bending, stooping and walking; and pressured working conditions with numerous critical deadlines.

Work Environment - Normal office conditions, but may be exposed to some amount of dust.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date