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Job Description & Specification



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**RECORDS
ARCHIVIST**

JOB DESCRIPTION

Job Title: Records Archivist

Post Number:

Job Grade/Level: PIDG/RIM 4

Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: Assistant Registrar – Document Management

Direct Reports: N/A

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 Assistant Registrar – Document Management, the Records Archivist is responsible for assembling, cataloguing, preserving and managing the Treasury's valuable collections of historical information (records, documents, books, and objects). The incumbent appraises, edits, and directs safekeeping of the Treasury's permanent records and historically valuable documents, and participates in research activities based on archival materials.

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

- To create and maintain accessible archives and databases from which information is readily retrievable, incorporating current advances in electronic information storage technology;
- To organize archival records and develop classification systems to facilitate access to archival materials;
- To prepare archival records, such as document descriptions, to allow easy access to information;
- To preserve records, documents, books, and objects;
- To provide reference services and assistance for users needing archival materials.

3. KEY OUTPUTS

- Relevant technical advice to the Registrar, Assistant Registrar-Document Management, staff, and other stakeholders.
- Treasury records, documents, and objects preserved.
- Record-keeping systems and procedures for archival research and for the retention or destruction of records.
- Accessible, computer archives and databases from which information is readily retrievable.
- Direct access to archival information and services provided for all key stakeholders including employees and pensioners.
- Document management system integrated with the customer service platform.
- Reference services and assistance for users needing archival materials.
- Exceptional customer service in keeping with the AGDs Customer Service Charter.
- Staff and stakeholders trained in the use of the implemented system(s).
- Compliance with record keeping requirements resulting from legislation, audit rules and other relevant regulations.
- Current databases.
- Periodic reports.

4. KEY RESPONSIBILITIES

Technical

- Participates in the development of, and implements document management strategy, policy and procedures to facilitate efficient, legal, and secure access to electronic content;
- Maintains standards, best practices, and system usage procedures;
- Provides technical guidance to the Assistant Registrar, Document Management, and the staff of the AGD;
- Implements Customer Service Charter throughout the unit;
- Participates in the development and implementation of automated retention and disposal schedules using the document management system;
- Evaluates Treasury records for preservation and retention bearing in mind any need for careful handling, repair or conservation;
- Arranges the acquisition and retrieval of Treasury records;
- Creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology;
- Organizes archival records and develops classification systems to facilitate access to archival materials;
- Catalogues collections and manages information and records;
- Prepares record-keeping systems and procedures for archival research and for the retention or destruction of records;

- Preserves Treasury records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary;
- Provides reference services and assistance for users needing archival materials;
- Responds to enquiries from members of the public, and other users;
- Prepares archival records, such as document descriptions, to allow easy access to information;
- Maintains user-friendly, computer-aided search systems;
- Organizes training sessions on archival Treasury procedures, advising users on how best to access, use and interpret archives;
- Advises management on the ongoing organization and storage of material to facilitate planning for future needs;
- Ensures compliance with record keeping requirements resulting from legislation, audit rules and other relevant regulations;
- Keeps current with emerging document management trends, and current dominant technologies in records management;
- Produces reports as required.

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:

- Adequate technical advice is provided to staff and other stakeholders;
- Document Management policies and procedures including disaster recovery, clearly documented and communicated to key stakeholders;
- Compliance with the AGD's Customer Service Charter;
- A comprehensive disaster and recovery plan for Treasury records is in place;
- Document management system integrated with the customer service platform;
- Internal and/or external information enquiries are facilitated in a timely manner;
- Archival documents are standardised and formatted according to policy and statutory/legal guidelines;
- All stakeholders trained;
- Retention schedules developed and implemented in keeping with records management standards, policies and procedures;
- Databases updated and maintained daily;
- Periodic reports produced as required, within stipulated timeframe.

6. JOB SPECIFICATION:

a. Qualification/ Training and Experience

Essential:

- Certificate/Diploma in Document/Records Management, Library Science or Archival Studies from a recognized institution and at least two (2) years related experience.

OR

- 4 CXC/GCE O' Level subjects at the general proficiency level including English Language and a numeric subject ie. Mathematics/Accounting and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/ or the area of operation and seven (7) years experience in a similar environment.

OR

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

Desirable:

- A Bachelor's degree in a Social Science or Library Science from a recognized institution.
- Formal training in Document Management and Information systems, Procedures and Practices and automated technologies as it relates to Document Management.

b. Essential Knowledge

- 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 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