



Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

Senior Corporate Information Manager

Reference number

1854

Office

Parliamentary Archives

Grade

HL7

Starting Salary

£37,500

Term

This post is fixed term until May 2021, with the possibility of extension and/or permanency.

Scope of the job

Background

Based in the Information and Records Management Service (IRMS), we are looking for an experienced, dynamic and innovative information professional who will, working with the other Senior Corporate Information Manager, provide expert advice to our customers and manage the team's workstreams. The role would suit someone with great operational, digital and people management skills, who enjoys working in a fast-paced, collaborative environment.

IRMS forms part of the Parliamentary Archives, a shared service of both Houses, based within the House of Lords but jointly funded, which provides information management and archives services to enable effective use of Parliament's records now and in the future. IRMS is made up of 10 staff and works in close partnership with colleagues from across the wider parliamentary administrations to deliver workable, practical policies and solutions for managing and safeguarding our information.

We are a hardworking, well respected team and pride ourselves on providing professional, high quality support to staff across the organisation. Within the team, we celebrate each other's successes and are able to share ideas, ask questions and communicate openly no matter what our role is.

Key priorities for IRMS in the next year include: implementation of disposal in Office 365; governance and increased adoption of Microsoft Teams; building a new behavioural change function within the team, to deliver on the ground information management improvement projects; and piloting a practical and

sustainable model for monitoring and reporting on information management performance across the business.

Note: IRMS provides services to the administrations of both Houses only, not to Members or their staff.

Main objective

Reporting to the Head of Information & Records Management, the successful candidate will provide substantial contribution to the development of standards, professional practices and approaches to the management of information, applying judgement and creativity to identify the best approach or solution to an issue or situation. A significant amount of their role will also be directing, planning and managing resources in the rest of the team.

Key internal and external relationships

Key contacts are our customers/clients – the staff of both Houses and the Digital Service to whom this role will deliver information management advice and services. To enable you to do this, you will work closely with:

- The Record Officer network
- Information Strategy and Governance Team (Parliamentary Archives)
- Other Parliamentary Archives teams
- Parliamentary Digital Service (PDS), particularly the Productivity and Collaboration team
- Internal communications colleagues
- Information Compliance team in House of Lords and Information Rights and Information Security (IRIS) team in House of Commons.

Main responsibilities

Line management and budgetary responsibilities

This post line manages two Corporate Information Managers. There are no budget responsibilities, but the post holder will be expected to contribute to budget discussions during the annual planning round.

Other responsibilities of the post

- Provide advice and consultancy to staff, projects and initiatives across both Houses and the Digital Service to help manage information effectively.
- Lead the team's operations including planning, resourcing and overseeing workstreams and projects to deliver aspects of the team's business plan to agreed deadlines and specifications, while identifying and managing risks.
- Manage the work, performance, and development of two Corporate Information Managers.
- With partner teams, embedding the administrations' use of Office 365 (including SharePoint and Teams) and supporting change in culture and behaviour to help the adoption of these tools and governance of our information.
- Oversee development of information policies, ensuring these keep pace with changing business requirements and an evolving technology landscape, and contribute to wider information and data policies and strategies.

- Plan and oversee the team's communication and engagement activities, proactively identify opportunities to promote information management, ensuring messages are targeted and relevant to our different audiences, and improve access to our services and information.
- Participate in the Assurance Working Group, providing advice and assurance on accreditation and information risk, retention and storage.
- Work collaboratively with projects and initiatives outside of the team to solve problems, deliver mutual benefits and promote joined up messages.

Person specification

The qualifications required for the post are:

A qualification in information management or a related discipline is desirable, while practical knowledge gained from experience working in an information environment is essential.

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Competencies:

- Up-to-date knowledge of the frameworks relevant to the effective and secure management of an organisation's information, with a sound understanding of current information management issues and best practice.
- A pragmatic approach to the interpretation of information management policy and frameworks, able to exercise judgement and discretion to resolve issues and problems where there is ambiguity and use knowledge to challenge and improve the status quo.
- Effective planning and organisational skills, with the ability to identify priorities, manage multiple concurrent workstreams, make timely decisions and actions, and adapt to changing priorities and circumstances.
- Experience managing, motivating and developing people and teams, of adapting personal and working styles to accommodate the needs of others, providing clear direction and setting priorities, and contributing to a productive work environment of mutual trust and respect.
- Strong communication and engagement skills, able to explain issues in a way that is understandable and meaningful to a range of users, with experience of influencing and persuading people at all levels, engaging positively in discussions and taking account of others' views.
- Strong customer and business focus, with proven experience of proposing and managing processes, reviews and service improvements, anticipating the evolving needs of a diverse range of users.
- A good understanding of information technology and awareness of issues impacting the management of digital information, able to identify options and make recommendations in relation to the development of standards, policy and guidance.

Desirable

- Practical experience implementing or working with Electronic Document and Records Management Systems or SharePoint.
- Knowledge of project management techniques.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL7 (£37,500 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £45,483.

Salary is paid monthly by bank transfer.

Probation

There is a probationary period of nine months.

Term and hours

The post is fixed term and is for 41 hours per week (including break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Part-time working
- Job-share
- Compressed hours
- Home working (1-2 days a week)

If you are selected for interview please inform the panel of the days/hours you are available to work.

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity & maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. The Administration will also consider flexible working arrangements and reasonable adjustments.

We particularly welcome applications from sections of the community which are currently under represented within the team, including applicants who identify as Black, Asian and Minority Ethnic (BAME).

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they may not be eligible for vetting.

Please see the [National Security Vetting booklet](#) for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 23.55 on Tuesday 2 June 2020.

Telephone enquiries

If you wish to find out more information about this post, please contact Paula Togher on 020 7219 8427.

No recruitment agencies please.