

Edinburgh Job – Records Officer Loanhead

✘ Midlothian Council have a job available in Loanhead

This is what the advert says:-

Fixed Term initially for 6 months

Salary: £27,106 – £29,642 You will manage and develop the Council's modern records and historical archive service and oversee corporate records management arrangements.

Responsibilities include the delivery of records management services to the Council and its Divisions. Providing support and guidance to Council Divisions to develop and maintain records management practices, you will ensure compliance with legislative requirements, particularly Freedom of Information legislation.

You will manage the day to day operation of the Council's Records Centre, and develop the Council's archival collections, working closely with the Local Studies service to exploit materials of historic importance.

Good communication, team working and service planning skills are essential, as is knowledge of records management techniques and archive administration. A good level of IT literacy is also essential with ECDL certification being desirable.

With an appropriate degree, you should have, or be willing to study towards a postgraduate diploma in Archive Administration or Records Management, or an equivalent qualification.

How to Apply

Please apply on-line. Facilities are available at all public libraries in Midlothian.

If you have difficulty applying for this post or in accessing the attached documents, or if you have a disability and reasonable adjustment is required, please call 0131 271 3015 to speak to a member of the Recruitment Team. Please state the post reference number MID0591.

Closing Date: Friday 18 March 2011