



### **SENIOR RECORDS OFFICER (LEVEL 4)**

**Existing Salary:** \$1,550,136.00 – 2,084,761.00 per annum.  
**With effect from April 1, 2024** \$1,711,060.00 - \$2,301,186.00 per annum.

### **JOB PURPOSE:**

Under the general direction of the Records Management and Documentation Officer, the incumbent assists in the coordination of the operation of the Agency's document information management system and identifies ongoing systems improvements to ensure the document management systems represent best practices and respond to the organization's future needs for access to the information within legislative guidelines.

### **KEY RESPONSIBILITY AREAS:**

#### **Managerial/Administrative Responsibilities**

- Assists in the development of the Section's annual budget, identifying cost pressures/savings and containing expenditures within budget limits
- Oversees the day-to-day operation of the registry, including assisting in the management of both human and financial resources to effectively deliver all services
- Assists in responding to requests made under the ATI Act;
- Assists in the development and implementation of an ongoing training program to ensure staff across the organization is conversant with provisions of the Act
- Assists in the maintenance of procedures to provide clear guidance as to how enquires and requests are to be dealt with

#### **Technical/ Professional Responsibilities**

- Develops and implements system(s) to monitor active and inactive files thus facilitating the preparation and updating of the retention and Assisting in the development and implementation of Retention and Disposition schedules
- Oversees the records storage facility and the ongoing development and implementation of the archival management plan
- Ensures efficient and effective courier services for internal and external clients
- Identify service improvements in all key responsibility areas as a means of instilling a culture of continuous improvement and the highest quality customer service
- Assists with the development and implementation of an electronic management system
- Assists in establishing and maintaining a set of policies and procedures that will ensure compliance with all relevant legislation by the Organization
- Supervises the agency records storage facility in a way that ensures not only compliance with relevant legislation but also is proactive in its management of the Department's records;
- Implements and Monitor archival Management Plan

### **Human Resource Responsibilities:**

- Oversees the design of work plans and programs for the Unit ensuring staff is effectively utilized and productivity of the Unit optimized.
- Manages the welfare and development of staff in the unit through the preparation of performance appraisals and recommendation of required training and development programs;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring, and training, providing assistance and support as needed;
- Ensures that training and other needs of employee(s) are adequately identified and addressed;
- Recommends/administers disciplinary action in keeping with established human resource policies.

### **PERFORMANCE STANDARDS:**

- Key deliverables are produced within the timeframes specified
- Reports submitted according to established deadlines
- Records and reference materials maintained according to established standards
- Reliability, quality, and courteousness of service delivered
- Effective teamwork and contribution to the achievement of team goals
- Performance Evaluation Reports and work plans are submitted within the agreed timeframe and in accordance with prescribed standards

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- Diploma in Records & Information Management
- 5 CXC / GCE Subjects inclusive of English Language and Mathematics
- Certificate/Training in Supervisory Management
- At least 3 years working experience

**OR**

Any equivalent combination of qualifications and experience

Applications along with résumés should be submitted no later than

**Tuesday, April 2, 2024 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8

Email: [hcmd.fd@gmail.com](mailto:hcmd.fd@gmail.com)

***We thank all persons who express an interest; however, only short-listed applicants will be contacted.***