



<b>Title:</b>	Records Systems Supervisor (Maternity Cover)
<b>Location:</b>	Records and Archive Centre, Bermondsey
<b>Reward band:</b>	EL35
<b>Reporting to:</b>	Records, Archive and Data Protection
<b>DBS Required:</b>	No
<b>Job purpose:</b>	To provide an efficient service for the management and delivery of the Records and Archive Centre's records systems and administration
<b>Key activities:</b>	<ol style="list-style-type: none"> <li>1. To liaise with the Records and Archive Centre Team to research and respond efficiently and effectively to information enquiries received from both external and internal sources, taking into account the use of confidential personal information and relevant policies.</li> <li>2. To provide administrative support for enquiry work relating to people formerly in The Children's Society's care 1882-c1930, liaising with the Archivists where necessary.</li> <li>3. To ensure that the Records and Archive Centre's specialist computer-based for managing (CALM software) is maintained accurately and expeditiously in partnership with the Records and Archive Centre Team.</li> <li>4. To supervise and develop the Records and Archive Centre's administrative systems relating to enquiries, records transfers, document location, retrievals, loans and data protection data subject access request in partnership with the Records, Archive and Data Protection Manager and the Records and Archive Centre Team.</li> <li>5. To develop and maintain efficient information systems and finding aids relating to the records management and archive collections.</li> <li>6. To assist with completing Data Subject Access Requests liaising with the Records, Archive and Data Protection Manager where necessary.</li> <li>7. To assist in the development of both outreach and digitisation projects that offer access to The Children's Society's archive</li> </ol>

	<p>collections to children and young people and the general public.</p> <p>8. To maintain systems designed to ensure that all records at the Records and Archive Centre containing personal and commercially sensitive information are kept secure.</p> <p>9. To supervise and maintain the Records and Archive Centre's financial systems, invoice payments and petty cash in liaison with the Finance and Accounts Department.</p> <p>10. To ensure that the Records and Archive Centre is efficiently administered.</p> <p>11. Prioritise workload and deadlines in line with the overall requirements as indicated by the Records, Archive and Data Protection Manager.</p> <p>12. To ensure that the Records and Archive Centre provides an effective and timely service and promotes the values and ethos of The Children's Society.</p>
<p><b>Attainments:</b></p>	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of general office work or administrative experience. All or part of this experience can have been obtained in a volunteer capacity.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Educated to 'A' Level or equivalent standard, with GCSE English Language and Mathematics</li> </ul> <p><b>Work Based Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience of using administrative procedures and systems to deliver a service or product.</li> <li>• Experience of financial procedures of invoice payments and petty cash.</li> <li>• Experience of using archive records for research, dissertations, project work or cataloguing.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• IT knowledge. The Children's Society uses Microsoft Office applications with particular emphasis on Excel, Word and PowerPoint. A knowledge of CALM software and Excel would be advantageous.</li> </ul>

<b>KEY BEHAVIOURS</b>	<b>In order to be successful in this role you will be able to demonstrate that you have the ability to:</b>
<b>Leaders</b> We must lead the sector, setting new standards for excellence and inspiring others through our innovation and initiative.	1. Be an active ambassador for the organisation both internally and externally. 2. Be relied on as a Subject Matter Expert in own field. 3. Be an engaged and positive team member. 4. Strive for and deliver excellence in own work. 5. Think creatively and be open to new ways of doing things.
<b>Authentic</b> We are known for speaking the truth and keeping our promises. We are dependable, transparent and eager to stand up for what we believe in.	1. Contract, in advance, with others where resources need to be deployed from other areas of the organisation. 2. Practice what we preach and actively review own work to ensure that we say what we do and do what we say. 3. Be reliable and dependable always ensuring that appropriate action is taken to keep issues on track, escalating where this is appropriate.
<b>Accountable</b> Our decisions are based on facts not opinions. We hold ourselves to account for our decisions and we monitor and evaluate our work, always focussed on taking action to improve the lives of children and young people.	1. Be impact-oriented, evidence-based and results-focussed in own work, considering the difference actions will make. 2. Taking ownership for own actions, delivering on time to budget and learning from mistakes and striving for self-improvement. 3. Support the development of evidence bases for decisions and/or new pieces of work. 4. Support on-going monitoring and evaluating of what we do in a meaningful and constructive way.
<b>Collaborative</b> We are generous and inclusive in the way that we work together with both each other and our partners. We are joined up both internally by working across the organisation and externally by working in partnership; always listening, understanding and engaging.	1. Work effectively with colleagues across the organisation and wider team members to contribute to team goals and wider organisational outcomes. 2. Engage in, and actively seek out, new information from across the organisation. 3. Investigate presenting issues and work with others to co-create and co-produce effective solutions. 4. Communicate in an appropriate, inclusive way. Treat all individuals encountered on a professional basis in a non-judgemental basis and with respect and warmth. 5. Understand and demonstrate agreed organisational behaviours.
<b>Committed</b> We are tenacious and	1. Be self-motivated and consistently deliver on own objectives.

<p>driven, making hard choices for long term benefits. We have consistently dedicated ourselves to exceeding our best through our determination and resilience.</p>	<ol style="list-style-type: none"> <li>2. Be receptive to feedback and deliver agreed actions on time to budget.</li> <li>3. Recognise, respect and support difficult decisions.</li> <li>4. Comes up with solutions and holds oneself to account.</li> </ol>
<p><b>Challengers</b> We push ourselves to do more, working outside our comfort zones; we challenge perceptions, behaviours and attitudes.</p>	<ol style="list-style-type: none"> <li>1. Be open to constructive feedback and personal improvement.</li> <li>2. Support successes in direct peer group and beyond.</li> <li>3. Be willing to work outside of own comfort zone, including being flexible and adaptable to change.</li> <li>4. Positively challenge and engaging others in discussions.</li> </ol>
<p><b>Enterprising</b> We see opportunity in all areas of life and we are skilled enough, confident enough, creative enough and disciplined enough to go after it and seize it. We are constantly looking for advantages and opportunities that will make a difference. Always seeing the future in the present, always with the courage to lead the way.</p>	<ol style="list-style-type: none"> <li>1. Use initiative and creatively look for alternative ways of working while utilising resources and data already available.</li> <li>2. Be change-oriented and embrace new ways of working.</li> <li>3. Actively participate in areas outside of immediate environment and respond positively to new opportunities.</li> <li>4. Engage with confidence in positive conversations about the work that we do.</li> </ol>
<p><b>Special job circumstances:</b></p>	
<p><b>Job description agreement</b></p>	<p><b>This job description is a guide to the work that you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.</b></p> <p><b>Job holders signature:</b></p> <p><b>Printed name: Julie Feng</b></p> <p><b>Date:</b></p> <p><b>On behalf of TCS signature:</b></p> <p><b>Name of person signing on behalf of TCS:</b></p>

	<p><b>Ian Wakeling</b></p>
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**Date:**