

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

JOB DESCRIPTION

Job Title	Information and Records Manager
Grade	<i>Support Grade G</i>
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Information Management and Library Services
Accountable to	Academic Registrar / Head of Information Management and Library Services / DPO

JOB PURPOSE

To develop and support college-wide Records and Information Governance, including ensuring compliance with information related legislation. To lead on the implementation and management of technical records management tools and functionality. To promote good practice to meet internal and external controls, improve business efficiency and reduce business risk.

To provide support, guidance and training for staff on information governance and records management.

KEY RESULT AREAS

In the following areas, you will:

Records Management

- a. Maintain compliance with the College's Records Management Policy, working with colleagues across the College to ensure that its records are appropriately managed, stored, retained, disposed of and made accessible and retrievable according to policy, legal and regulatory requirements.
- b. Develop systems and procedures for records management and lead on the management of the College's File Plan/Records Retention Schedule and Register of Processing Activity.
- c. Compile and maintain the College's Information Asset Register liaising with system and data owners.
- d. Co-ordinate the development of M365 to improve records management, information access, security and governance.
- e. Be responsible for the College's application and development of records management and information governance functionality in MS Purview.
- f. Engage with teams from across the organisation to understand what information they use, how they work with their information, who needs access and how long it needs to be kept which will inform proposed SharePoint site structures and governance rules.
- g. Advise departments on compliance documentation for BS10008:2020 Evidential weight and legal admissibility of electronically stored information.
- h. Advise staff on the above aspects of records management including records retention and destruction.
- i. Work with the Registry Manager to maintain the register of the College's Policies and Procedures.

Information Compliance

- j. Be responsible for co-ordinating, handling and responding to requests made under Data Protection and Freedom of Information legislation. This includes recommending appropriate exemptions to the Academic Registrar/DPO.
- k. Be responsible for the processes and guidance for recording and managing these information rights requests.
- l. Be responsible for the application of information compliance and eDiscovery functionality in MS Purview, working with colleagues in the ICT Department.
- m. Co-ordinate initial responses to information security incidents providing guidance and expert advice to staff and students.
- n. Assist departments with data protection impact assessments as required.
- o. Be responsible for the logging of Data Sharing Agreements and providing expert advice to staff on what these should contain.
- p. Be responsible for the review and annual update of the College's Freedom of Information publication scheme.

Archives

- q. Manage the functioning and promotion of the College historical archives.

Training

- r. Work with colleagues in other teams on reporting and awareness raising campaigns. Develop guidance, processes and training around managing compliance with information rights legislation.
- s. Support the wider team in raising the profile of Information Security by sourcing and rolling out annual training to all staff.
- t. Deliver face to face training as required.

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- u. be a highly organised individual who is able to work with others to provide solutions to problems.
- v. be confident at proactively engaging with teams and developing positive working relationships with a range of individuals.
- w. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
- x. Carry out any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.

7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

BELONGING AND INCLUSION

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

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ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Information and Records Manager/Lead

Knowledge & Experience	Assessed by	Essential	Desirable*
A level 6 qualification or equivalent	1	✓	
A recognised information records management / information governance qualification. (Eg. Degree, Masters Degree, PG Cert or Dip, BCS Practitioner Certificate, IAPP Certification, M365 IG/RM Certification).	1	✓	
And			
At least 3/5 years experience of working in a similar role.			
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
A good practical understanding of Records Management practices and processes.	1 / 2	✓	
A good practical understanding of Data Protection and Freedom of Information law.	1 / 2	✓	
Knowledge and experience of managing compliance with Data Protection and Freedom of Information Legislation and practical experience of managing requests under these.	1 / 2 / 3	✓	
Experience of developing training or guidance to support Information Compliance and Records Management functions	1 / 2	✓	
Experience of information governance functionality in Microsoft 365.	1 / 2	✓	
Knowledge and experience of Environmental Information Regulations	1 / 2		✓
Experience of configuring information governance functionality in Microsoft 365.	1 / 2		✓

Knowledge and experience of CoPilot or similar generative AI tools	1 / 2 / 3		✓
Awareness and experience of working with information security standards	1 / 2		✓
Membership of a relevant professional body (eg. Information and Records Management Society, BCS, Association of Records and Archives) OR Good knowledge of the Information and Records Management sector in the UK.	1/2	✓	
Project Management qualification (Agile or Prince2)	1/2		✓

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PERSON SPECIFICATION

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Job Title: Information and Records Manager/Lead

Skills	Assessed by	Essential	Desirable*
Experience of working collaboratively as part of a multidisciplinary team that includes technical experts and business end users.	1 / 2	✓	
Excellent interpersonal and communication skills, with the ability to demonstrate enthusiasm for the role.	1 / 2 / 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2 / 3	✓	
A proven track record of being able to prioritise and organise own work	2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2	✓	
Confidence in using digital tools to support in the role	1 / 2 / 4	✓	

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Suitable to work with young people and vulnerable groups	1 / 3	✓	
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*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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