



Job Title: Shared Services Archivist
Reporting to: Head of Shared Services
Direct Reports: 0

Job Band: Band 6
Size of Team:

To undertake the review of paper records and determine whether they should be retained or destroyed adhering to the parameters set out in the SJA Document Retention policy. Arrange for the secure destruction of documents and the delivery of documents for retention to regional archive centres. Work closely with regional and national teams and develop and document procedures as required.

Key Responsibilities

- Follow procedures for the review of records and ensure that records are retained and disposed of within the timeframes set out in the SJA Retention Policy.
- Contribute to the production and review of the procedures for the review of records, ensuring the procedure documents accurately reflect the process followed.
- Adhere to SJA Document Retention and GDPR policies and procedures when reviewing documents.
- Ensure that documents are treated with the utmost privacy and sensitivity
- Maintain a log of incoming and outgoing documents – type and volume
- Liaise with regional teams to arrange for the delivery of documents to regional archive centres
- Identify potential historical records and contact relevant museum personnel
- Liaise with regional and national teams, including Facilities, Museum and HR
- Develop good working relationships with other SSC staff and champion the use of best practise in respect of SSC processes
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



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Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE Level or equivalent (Grade C) inc Maths & English	✓	
Educated to A level or equivalent		✓
Experience		
Experience of maintaining records in computerised or manual systems	✓	
Experience of working with minimal supervision	✓	
Experience of logging and answering customer queries to a satisfactory conclusion	✓	
Experience of working to tight deadlines within a customer focused environment	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to prioritise workload and manage multiple tasks	✓	
Able to work under pressure and be responsible for decision making within a set of pre defined parameters	✓	
Strong process and analytical skills	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

Date of preparation: 14/09/2018