# Hosting Proforma

The Agri-Food & Biosciences Institute (AFBI)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Amy Gilbride

 Name

 Organisation/

The Agri-Food & Biosciences Institute (AFBI)

 Department

18a Newforge Lane

Belfast

Northern Ireland

BT9 5PX

 Address

 Telephone Fax number

028 9025 5055

 Number

Amy.Gilbride@afbini.gov.uk

 E-mail

Type of Opportunity

3-year secondment for Information Governance & Records Assistant, AFBI

**2. Details of hosting opportunity**

 Description of opportunity

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| AFBI is in the process of on-boarding to the NICS Records NI platform, an electronic document and records management system (EDRMS) – currently HPE Records Manager. An Information Governance & Records Assistant is needed to help deliver this project, act as a ‘Power User’ during the implementation of Records Manager within AFBI, and help support its operation post-implementation.The Information Governance & Records Assistant will be the front line of support for AFBI staff migrating to the new EDRMS. The postholder will help make sure the system reflects the needs of AFBI business areas, and at the same time encourage good records management practice among administrative and scientific staff. The post will sit within the Information Governance team in AFBI’s Governance & performance Branch. As such the postholder will also help deliver the team’s routine information governance and records management activities, including administrative tasks related to dealing with requests for information under the freedom of Information Act and the Data Protection Act, and helping AFBI business areas comply with their obligations under the General Data Protection Regulation (GDPR). |

 Main objectives of the opportunity

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| * Assist with the configuration of the HPE Records Manager system in line with AFBI’s functional file plan.
* Support AFBI business areas in file migration to the new system
* Undertake floor-walking and first-line help desk support during the roll-out of Records Manager across AFBI
* Provide administrative and clerical support to the EDRMS Project in particular, and to the other functions of the Information Governance team (including FOI)
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Basic qualifications for the role are two GCSEs or equivalent. No other specific academic or professional qualifications are required.However the role will require basic knowledge of good practice and key concepts in records management. A basic knowledge of GDPR, FOI and other information access regimes – or the ability to learn quickly – is also essential for the role.The Information Governance & Records Assistant will require a good level of communication skills, including the ability to communicate confidently and persuasively with colleagues, in person and in writing, as well as experience in an administrative support role with an element of (internal or external) customer support.The role also requires the ability to recognise when decisions should be escalated to more senior team members.The postholder will have the ability and confidence to make decisions on the appropriate naming and location of containers (lower-level classifications) in response to requests from business areas, in line with good practice guidance and relevant AFBI policies and procedures.The postholder will be expected to follow guidance from IT Assist on technical matters relating to the configuration, installation and operation of the EDRMS, and to work within plans and targets set by team management. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Information Governance & Records Officer |

 Who will be the individual’s line manager and/or reporting officer?

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| Information Governance & Records Officer |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| **Benefits to AFBI**AFBI will be able to draw on the postholder’s experience of the NICS RecordsNI EDRMS in operation, and on his or her prior training and familiarity with public sector guidance and good practice.**Benefits to Postholder**The postholder will benefit from exposure to formal project management, with elements of formal change management, in a unique public sector environment. The postholder will have the opportunity to build confidence in communicating across the organisation, assisting with delivering classroom-based training, and the opportunity to develop specialist knowledge and experience in records management and information governance.**Benefits to parent Employer**The parent employer will benefit from the postholder’s exposure to formal project management, development of inter-personal and communicating skills, and the specialist knowledge and experience in records management and information governance developed during the secondment. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: tbc (asap: Dec 2019, January/February 2020)**Duration**: 3 years**Location**: AFBI Newforge (with travel to AFBI sites across NI a possibility.)**Resources**: The postholder will be supplied with a desk, PC etc**Funding**: The Interchange Opportunity will be funded from AFBI’s salaries budget**Further information**: For further information please contact Amy Gilbride on Tel: 028 9025 5055 or by email at: Amy.Gilbride@afbini.gov.uk **Closing Date:** Applications must be submitted by **5.00pm on Friday 06 December 2019** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Amy Gilbride** |

**Signed:**

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| **22 November 2019** |

**Date:**