GIRTON COLLEGE
CAMBRIDGE

JOB DESCRIPTION
Records and IT Administrator

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Department Background and Structure

Team/ Department: IT
Reporting to: Head of IT and Information Compliance
Close working with: IT Department, Archive and other departments across the College

Purpose of Job

To provide a key administrative and operational support role within the IT and Information Compliance Department. The individual will participate in a wide range of activities as part of a busy team, mainly assisting with the Information Compliance activities of the department.
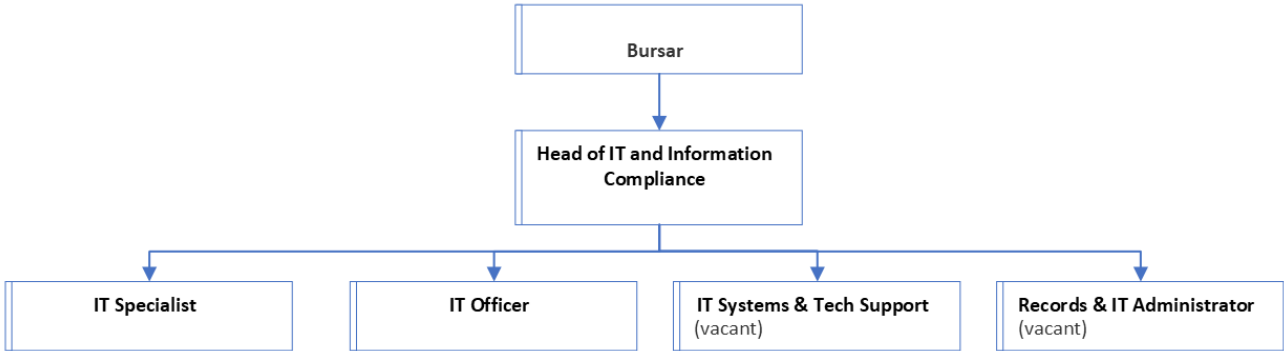
Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Information Compliance activities

1. Assist with the collation, review of information and draft responses in relation to Data Protection Subject Access Requests and Freedom of Information requests.

2. Updating and maintaining the information compliance databases.

3. To organise in-house training sessions relating to IT and Information Compliance for College members.

4. Assist with drafting and publishing guidance documents.

5. Assist with records management activities (e.g., processing and preparing files for transfer to the semi-current records store, Archive or for deletion/confidential shredding).

6. Assist with the implementation of the College's electronic records project.

7. Responding to staff and Fellows' queries on record keeping issues.

8. Act as Secretary to the Information Management Committee.

IT support activities

1. To provide assistance with maintaining the College email mailing lists.

2. To provide assistance with updating content and membership of the College Teams sites.

3. To coordinate and maintain the provision of University Cards to College members.

4. To provide assistance with data imports to the College's identity management systems.

5. To update and maintain the College website and Intranet to support internal and external communications relating to the department.

General
- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised
- Any other reasonable duties as requested by the Head of IT and Information Compliance.

This job description may be subject to change following consultation between the Line Manager and Postholder

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR

February 2024

meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and Experience	Essential	Desirable
Good standard of education to degree level		✓
Professionally accredited qualification in archives and records management		✓
Experience of working in an administrative support function	✓	
Experience of working in higher education or for a public body		✓
Skills and knowledge	**Essential**	**Desirable**
Excellent IT skills with experience of using Microsoft Office (Word, Outlook, Excel), particularly using databases and spreadsheets to extract, analyse and present data	✓	
Experience of Teams and SharePoint		✓
Skilled in communicating, both verbally and in writing; be able to write clearly, fluently, concisely, and accurately	✓	
Experience of dealing with enquiries, both remotely and in person	✓	
Good knowledge and familiarity of data protection, Freedom of Information, and other key information compliance legislation	✓	
Experience of records management and the preservation of documents		✓
Other Qualities	**Essential**	**Desirable**
Professional and reliable	✓	
Positive and proactive approach to your work	✓	
Ability to work both in a team and independently	✓	
Ability to maintain confidentiality of information	✓	
Ability to manage projects and to prioritise workloads	✓	
Attention to detail	✓	
Accurate data entry skills	✓	
Ability to handle archive boxes and use a stepladder to retrieve boxes.	✓	

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment:

Salary	USSS Point 33-39 (£29,605 - £33,966)
Working arrangements	Full time, 35 hours per week
Contract term	Permanent, subject to a six month probationary period.
Annual leave	26 days paid holiday plus 8 public holidays.

Other	We also offer:
	    Workplace Pension
	    Cycle to Work Scheme
	    Access to Healthcare
	    Gym & swimming pool
	    Free Parking on site
	    Free Staff Lunch and refreshments
	    Staff discount to hold private events in College
	    Local Discounts via the University
	    Access to a Holiday Playscheme
	    Agile Working
	
	Some of the above are non-contractual