



## Job Description

**Role Title: Records Management Manager**

**Salary: Special A**

**Location: Bradford**

**Reports to: Head of Governance and Risk**

### About us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families, and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people, and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism, and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership, and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support, and promote the welfare of children, young people, and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

### Department Overview

The Governance and Risk function provides assurance, advice and leadership across the organisation, ensuring compliance with statutory requirements, effective risk management and strong corporate governance arrangements.

The Records Management Manager sits within this function and works closely with Information Governance, and Data Protection services. The postholder will lead the organisation's records



management framework and support services to understand, manage and protect their information assets throughout the information lifecycle.

## Role Summary

The Records Management Manager is accountable for developing, implementing and maintaining an effective records management framework across the organisation.

The role will provide expert advice, guidance and challenge to services on records management, retention, information asset ownership and compliance with relevant legislation and standards. A key responsibility is to lead the development, maintenance and assurance of the organisation's Information Asset Register (IAR), ensuring it is accurate, complete and actively used as a management and assurance tool.

The postholder will work collaboratively with Information Asset Owners (IAOs), Senior Information Risk Owner (SIRO), and operational teams to embed good practice, improve information quality, and support transparency, efficiency and risk reduction.

## Main Duties and Responsibilities

### Records Management Framework

- Lead the development, implementation and ongoing review of the organisation's Records Management Policy, procedures and guidance, ensuring alignment with legislation, national standards and best practice.
- Ensure records management principles are embedded across both digital and physical records, supporting consistent and compliant information handling.
- Promote a lifecycle approach to records management, covering creation, storage, access, retention, archiving and disposal.

### Information Asset Register (IAR)

- Lead on the development, maintenance and quality assurance of the organisation's Information Asset Register.
- Support Information Asset Owners to identify, document and review their information assets, ensuring clarity around ownership, purpose, risks and controls.
- Provide assurance to senior leadership on the completeness and accuracy of the IAR and its use in managing information risk.
- Use the IAR to inform wider governance, risk management, audit and compliance activity.



### **Compliance and Assurance**

- Support compliance with relevant legislation and frameworks, including but not limited to:
  - UK GDPR and Data Protection Act 2018
  - Freedom of Information Act 2000
  - Public Records principles and local authority retention requirements
- Work closely with Data Protection and Information Governance colleagues to manage information risks, incidents and improvement actions.
- Contribute to internal and external audits, inspections and reviews relating to information management.

### **Advisory and Support Role**

- Act as the organisation's subject matter expert on records management, providing advice and guidance to services at all levels.
- Support service areas with records management improvement plans, including reviews of filing structures, retention schedules and legacy records.
- Advise on records management implications of new systems, service changes, procurements and transformation activity.

### **Training, Engagement and Culture**

- Develop and deliver records management training and awareness activity for staff, managers and Information Asset Owners.
- Promote a positive information culture that values good record-keeping, accountability and transparency.
- Build strong working relationships with colleagues across the organisation to embed consistent practice.

### **Continuous Improvement**

- Horizon scan for emerging risks, legislative changes and best practice in records and information management.
- Identify opportunities to improve efficiency, reduce risk and support digital transformation through better information management.

## **About you**

### **Knowledge and Experience**



- Proven experience of successfully delivering records management, information governance or related improvement projects, including planning, stakeholder engagement and delivery to agreed timescales.
- Strong understanding of records management principles, retention scheduling and information lifecycle management.
- Practical experience of developing, maintaining or assuring an Information Asset Register.
- Working knowledge of relevant legislation including UK GDPR, Data Protection Act 2018 and Freedom of Information Act 2000.

### **Skills and Competencies**

- Ability to translate complex records management and information governance requirements into clear, practical guidance.
- Excellent written and verbal communication skills, with the ability to engage, influence and challenge at all levels.
- Ability to work collaboratively across services, balancing compliance requirements with operational realities.
- Confidence in managing multiple priorities and delivering improvements in a complex organisation.
- Good IT literacy, with confidence using digital systems, information management tools and Microsoft 365 applications to support effective records management and reporting.

### **Qualifications**

- A relevant qualification in records management, information governance, archives, information management or a related discipline, or equivalent professional experience.