

Ref. No: 171060520
From: Other
Date: 06/05/2020
Subject: Job Descriptions

REQUEST

Request for a copy of any Job Description/Person Specification that you have that defines the role of a Records Clerk or Corporate Archivist (or similar named role) within your Trusts. I would expect that these will be a band 2-4 admin role responsible for the day to day admin of records management. If the Agenda For Change banding could be left on the document it would be helpful.

RESPONSE

Request for a copy of any Job Description/Person Specification that you have that defines the role of a Records Clerk or Corporate Archivist (or similar named role) within your Trusts. I would expect that these will be a band 2-4 admin role responsible for the day to day admin of records management. If the Agenda For Change banding could be left on the document it would be helpful.

Response: Please find attached the Job Description as requested: