



Job description

Job title	Records Manager
Department	Library & Archive
Contract	Permanent
Salary	£44,976 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Library, Archive & Collection Access
Responsible for	Assistant Records Manager, Electronic Records Specialist, Electronic Document & Records Management System Programme Administrator

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

The Records Manager has a leading role in developing the Records Management function, championing a culture of open and rigorous information and records management, enhancing good practice, and raising the profile internally in accordance with Tate's strategic goals. They lead and direct the work of the Information & Records Management Team, with responsibility for overseeing information and records management across all Tate sites and access to Tate's Public Records collection.

The Records Manager leads on Tate's compliance with the Public Records Act and plays a key role in the management of information at Tate together with working closely with colleagues in the Strategy & Governance, and Technology departments. As the Departmental Records Officer, the Records Manager maintains Tate's statutory relationship with The National Archives and the Advisory Council on National Records and Archives.

The post holder is responsible for all aspects of information and records management including the strategy, operational planning, policy development, cataloguing, appraisal and placing records on deposit for permanent retention as Public Records in line with the 20 Year Rule.

This is an exciting time for a new Records Manager to be joining Tate as the organisation is in the process of moving away from the use of shared drives and implementing a new SharePoint platform with additional Electronic Document & Records Systems Management software thereby providing a digital information management solution for all Tate's current and semi-current records now and in the future.

About your team

The Library & Archive department which sits within the Collection Care division brings excellence and innovation to the care of Tate's collections. The department seeks to engage a wide and diverse audience in the rich primary and secondary material held within its collections, supporting Tate staff and the wider public in research and scholarship and adding context and meaning to art works within and beyond Tate's collections.

Our Information & Records Management Team specialises in providing access to Tate's Public Records. The Team reviews, redacts, catalogues and releases records under the Public Records Act; Tate is also a designated 'place of deposit' under the Act. As you would expect, forward thinking, teamwork, and attention to detail are integral to everything the Team and wider Library & Archive department do. Providing access to our rich collection of records about the history of Tate and other collections is at the heart of our work.

The five other members of the Information & Records Management Team are friendly, supportive, and always willing to share their knowledge. They are not afraid to take risks and be brave in their decision making to ensure that Tate's working environment is constantly improved. The Team is based at Tate Britain, Millbank, London and works very flexibly around core hours. There is an expectation that you will work in the office three days per week given the nature of the role.

What you will gain

Motivated, skilled, and knowledgeable people are key to our success, and we want everyone at Tate to have the opportunity to develop and thrive. You will gain extensive knowledge of Tate through your role, meet people from across the four galleries, together with an opportunity to engage with visitors and participate in cross-team activities. You will be encouraged to realise your full potential as an information professional through Tate's wide range of training courses, including opportunities to engage in external training and attend professional network meetings, and take advantage of corporate membership of the Information and Records Management Society and represent Tate at meetings of the Association of Departmental Records Officers.

What you will do (Main Duties and Responsibilities)

- Lead on the management of all Tate's information from the point of creation until destruction or placed on deposit as a public record in line with the Public Records Act.
- Develop all Information & Records Management Team members to their full potential, supporting change and commitment, and empowering them in their work to achieve their objectives, as well as maintaining their professional development.
- Ensure Tate meets its legal and statutory obligations regarding information and records management in relation to the Public Records Act, Data Protection Act 2018 and Freedom of Information Act through relevant policies and procedures.
- Maintain Tate's statutory relationship with The National Archives and the Advisory Council on National Records and Archives, as the Departmental Records Officer.
- Determine how long information should be kept across Tate, deciding which records should be placed on deposit under the Public Records Act and ensuring they are disposed of in line with the retention policy.
- Be responsible for the storage of Tate's physical and electronic records and implement digital continuity principles into the record keeping process, escalating any risks regarding availability of information.
- Act as the Electronic Document & Records Management System subject specialist and sign off the information architecture during the system implementation, monitor system usage post roll-out and authorise new SharePoint sites and libraries.
- Provide expert advice and support to staff across the museum on best practices for the management of Tate's diverse collections of physical and electronic records, including loans of any Public Records.
- Be an active member of the Library & Archive and Collection Care management Teams, Electronic Document & Records Management System Programme Team, Freedom of Information Group, and the Governance, Risk & Compliance Group, and contribute to strategic and operational planning which support Tate's strategy and practices.
- As a member of the Library & Archive senior management Team, support the Head of Library & Archive in the strategic planning, leadership and management of the department, deputise for the Head as required.
- Manage the Information and Records budgets, including budget proposals; plan, monitor and review forecasts in accordance with Tate processes.

- Ensure quality and consistency in the Public Records catalogue according to The National Archives cataloguing standards and metadata on the Electronic Document & Records Management System and be the lead for Health and Safety compliance in the Library & Archive.
- Champion principles of equality, diversity, inclusion and sustainability, and the ability to apply and promote these in everything you do at work.
- Engage with the Tate staff and the public, through participating in the delivery of Reading Room duties such as providing advice, assisting readers, invigilating, and promoting Tate's Public Records through displays, events, and talks.

What you will bring to the team

- An academic qualification in records management, and/or a professional qualification and/or equivalent relevant professional experience, and senior responsibility for records management in central government or the wider public/private sector.
- Knowledge of and experience of managing shared drives and implementing and managing an Electronic Document & Records Management System using SharePoint or similar, across a medium to large sized organisation, together with experience of change management.
- Knowledge of and experience of devising Electronic Document & Records Management System information architecture across a large organisation.
- Demonstrable experience of working with relevant legislation, including the Public Records Act, Data Protection Act 2018, and Freedom of Information Act.
- Able to provide a clear purpose and strategy for Records Management in accordance with Tate's overall strategic direction and to champion it authoritatively internally and externally.
- Professional knowledge and practical experience of records management cataloguing standards and processes.
- Demonstrable experience of providing user training and documentation for records management systems.
- Demonstrable skill in leading and managing people and a track record in creating high performing teams where staff feel valued and motivated to perform.
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
- Good communication and effective listening skills and an ability to inspire trust alongside a successful track record of managing change within organisations and teams.
- Experience of activity planning and project management with proven ability to manage complex workflows and deliver services to a consistently high standard on time and within budget and the ability to manage budgets and allocate resources effectively.
- Commitment to equality and diversity, treating all colleagues with dignity and respect and aware of issues which impact on the work of the museum sector.
- An interest in and commitment to the work of Tate to increase the public's enjoyment and understanding of British art from the 16th century to the present day and of international modern and contemporary art.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.

- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last **3 years** your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 3 November by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

