



Job description

Job title	Assistant Records Manager
Department	Library & Archive
Contract	Permanent
Salary	£39,162 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Records Manager
Responsible for	2 x Records Management Officers, other temporary roles as required

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 Assistant Records Manager role provides key advice and guidance on information and records management across our four sites and is responsible for the day-to-day delivery and ongoing management of Tate's valuable historic paper and electronic records. The role is at the forefront of unlocking Tate's past and recent history under the Public Records Act to Tate staff and the public.

The Assistant Records Manager has a key position within Tate, supporting the Records Manager to deliver 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.

We seek someone with proven experience of records management, excellent knowledge of the Public Records Acts and Freedom of Information Act and their application within an institutional setting, and an aptitude for technology as Tate implements and embeds a new SharePoint platform with additional Electronic Document & Records Management System software.

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 in the course of your work, together with an opportunity to engage with visitors and participate in cross-team activities, a 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 be supported in gaining accreditation, if applicable.

What you will do (Main Duties and Responsibilities)

- Provide advice and guidance to Tate staff on information and records management, including support for end users of the SharePoint Electronic Document & Records Management System, and deputise for the Records Manager as required.
- Develop 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.
- Appraise, catalogue, and undertake the sensitivity reviewing and redaction where appropriate, for records selected for permanent retention as Public Records, to enable compliance with the Public Records Act and Freedom of Information Act.
- Provide support in the ongoing management of Tate's paper and electronic records, working alongside colleagues on the new SharePoint Electronic Document & Records Management System.
- In partnership with key stakeholders including Technology, support the development of Tate's information architecture, and create new SharePoint libraries with appropriate metadata.
- Ensure that the SharePoint libraries align with the agreed information architecture both during and post-system implementation to ensure compliance with the Public Records Acts and Freedom of Information Act.
- Respond to Freedom of Information requests when required and attend the Freedom of Information Group meetings, alongside other key meetings as required.
- Manage the new paper records catalogue for semi-current paper records on SharePoint and ensure cataloguing, and metadata standards on the Electronic Document & Records Management System are met.
- Champion principles of equality, diversity, inclusion and sustainability, and the ability to apply and promote these in everything you do at work.
- Increase the visibility of Tate's Public Records collection through active engagement with Tate staff at all sites and members of the public and actively manage access through the appropriate physical and digital storage of the collection.
- Engage with Tate staff and the public, through participating in the delivery of Reading Room duties such as answering enquiries, assisting readers, invigilating, sharing in document delivery 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.

- Proven experience of working well in teams and engaging with a wide range of people, together with a good track record of managing and motivating people.
- Effective interpersonal, written and verbal communication skills, and the ability to collaborate effectively across a large organisation to achieve and deliver results.
- Excellent IT skills including proven experience of the management of SharePoint or an equivalent Electronic Document & Records Management System.
- A high level of accuracy and analytical ability to assess complex documentation, and experience of cataloguing to agreed standards.
- Knowledge of relevant legislation including the Public Records Acts and Freedom of Information Act, together with experience and understanding of sensitivity reviewing when managing a wide range of information.
- Experience of creating an inclusive and respectful culture within a team and applying the principles of diversity and inclusion in building and maintaining relationships with colleagues, advocates, and partners/donors.
- 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.

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 of 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 2025 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.

