

JOB DESCRIPTION

Job title	Senior Advisor, Government Knowledge & Information Management		
Department	Chief Executive's Office and Government Knowledge & Information Management Network		
Reports to	Head of Chief Executive's Office and Government Knowledge & Information Management		
Band	G	Salary	£40,000 - £45,000 plus excellent benefits
Job purpose			
To support the development of Knowledge and Information Management (KIM) practice across central government, working to the Head of Chief Executive's Office and Government Knowledge & Information Management.			
Role and responsibilities			
<ul style="list-style-type: none"> • Take a 'watching brief' over the state of KIM in government, with an eye to identifying opportunities for improving KIM which the Knowledge Council can take forward • Take on specific pieces of work to progress the KIM agenda such as developing benchmarks for the profession, or working with the Information Assurance community to ensure that KIM issues are reflecting in the maturity model. Your understanding should be broader than records management, and include an understanding across the full spectrum of KIM issues. • Work closely on an ongoing basis with key 'partners' in the KIM environment to ensure that we share ideas and develop plans in parallel. These partners include the Information Assurance community, Heads of KIM, The Chief Technology Officers and Chief Information Officers and Information Domain community, Association of Departmental Records Officers etc. The role here is not just to liaise, but to also influence and persuade on key issues, and to ensure that the KIM agenda in government is integrated widely into government initiatives. • Building strong stakeholder relationships both at practitioner level and at senior level, influencing people with different agendas to adopt new concepts and different ways of working, particularly at senior civil service level. As a senior member of the government KIM Network you will frequently need your advocacy skills to 'sell' the benefits of KIM to external audiences, and explain why KIM really matters to government, with the influencing and persuasion skills to get senior people to change their views (and practice). • Work with the Head of Profession, and own team, to collaboratively develop ideas, and implement those ideas for improving KIM across government. This may involve taking an active role in the pan-government KIM debates/ talks programme, ensuring that we disseminate key developments. This post holder will also take a proactive professional oversight role for the Government KIM Network communication content, ensuring that content disseminated is accurate and appropriate. • Act as a liaison role between government KIM professionals and National Archives senior team leads to ensure that there is mutual understanding of what each is trying to achieve, and to help ensure that the National Archives programmes 			

being delivered meet the needs of Head of KIM leading government departmental KIM teams. This will involve delivering complex messages simply to multiple stakeholders, and negotiating across boundaries, sometimes managing significant resistance. You will develop solutions, using project management skills to manage them through to delivery.

- **Support the work of the Knowledge Council**, ensuring that key information is fed in, and key decisions acted on. There is separate administrative support for the work of the Council itself – this postholder’s role is more around professional support.

Person specification

Key:

- A good understanding of the current Knowledge and Information Management environment
- A track record of building strong trust-based relationships with stakeholders at all levels
- Excellent communication, influencing, persuasion and engagement skills
- Good analysis, problem solving and project management skills
- A self starter, able to work on their own initiative on complex issues
- A team player
- Will live the values of The National Archives¹
- Qualified to degree level, or equivalent

Desirable:

- Experience of central government environments
- Professional experience in one KIM profession (e.g. libraries, record management, analysis and research, Knowledge Management, Information Management within IT)

Health and Safety Risk Assessment

Normal Office Environment

Location	Kew/ Whitehall (post holder should expect to be based in Kew and spend 1-2 days a week in Whitehall or visiting key stakeholders)
Working arrangement	Full-time, Permanent
Starting salary	£40,000 - £45,000 plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.
How to apply	Please complete an applicant details form and email it along with a comprehensive CV and a Supporting Statement that fully addresses the job requirements in the person specification, to careers@nationalarchives.gov.uk Please quote reference number 1387 in the subject line.

Supporting statement	<p>Please explain how you meet each point in the person specification. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section.</p> <p>Please write on separate sheets, but remember to put your name and post applied for on each sheet.</p>
For further information	Please contact the Recruitment Team on 020 8392 5203
Nationality rules	Applicants must be British or Commonwealth citizens with the right to live and work in the UK, or nationals of states of the European Union.
Closing date	23 rd November 2009 at midday
Interviews	<p>1st Interview: 30th November 2009</p> <p>2nd Interview: 8th December 2009</p>

ⁱ The National Archives' values are:

- Putting customers first
- Responsible guardians
- Information set free
- Delivering what we promise
- Everyone working together