

JOB DESCRIPTION

Job title	Senior Stakeholder and Policy Manager – Knowledge and 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	£42,000* plus excellent benefits * More may be available for an exceptional candidate
Job purpose			
To provide strategic policy advice and senior stakeholder management support to the Head of Profession and Knowledge Council.			
Role and responsibilities			
<ul style="list-style-type: none"> • 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. You 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. This is 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.

- **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.
- **Develop a strategic policy agenda for the profession** to allow the Head of Profession and Knowledge Council to identify and address the most important issues and respond effectively. This will be designed to improve the capability of Knowledge and Information Management (KIM) across government.
- **Support the Head of Profession in raising the profile of KIM** to improve its credibility and visibility. Develop and highlight best practice in KIM within departments and communicate this internally and externally to drive up capability.
- **Develop and implement a senior stakeholder management strategy** that ensures KIM is represented in key forums and decision making processes. Manage the day-to-day relationship with members of the Knowledge Council and Heads of KIM in central government to ensure they are aware of important developments.

Person specification

Key:

- Track record of delivering quality products to tight deadlines
- Evidence of supporting the delivery of policies/projects/programmes across multiple-teams or across departments
- Broad grasp of key strategic issues facing The National Archives and KIM profession
- Evidence of building strong trust-based relationships with senior stakeholders
- Diplomacy, tact and understanding of others' priorities to achieve common goals
- 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 Archivesⁱ

<p>Desirable:</p> <ul style="list-style-type: none"> • Awareness and understanding of how government (central or local) operates • Experience of working in a policy environment • Experience of working in a Knowledge and Information Management role 	
<p>Health and Safety Risk Assessment</p>	
<p>Normal office environment</p>	
<p>Location</p>	<p>Kew / Whitehall (post holder should expect to be based in Kew and spend 1-2 days a week in Whitehall or visiting key stakeholders)</p>
<p>Working arrangement</p>	<p>Full-time, Permanent</p>
<p>Starting salary</p>	<p>£42,000* + generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.</p> <p>*More may be available for an exceptional candidate.</p>
<p>How to Apply</p>	<p>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</p> <p>Please quote reference number 1387 in the subject line.</p>
<p>Supporting Statement</p>	<p>Please explain how you meet each point on the person specification. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities.</p> <p>Please note selection for interview will largely be based on the information you provide in this section.</p> <p>Please put your name and post applied for on each sheet.</p>
<p>For further information</p>	<p>Please contact the Recruitment Team on 020 8392 5203</p>
<p>Nationality rules</p>	<p>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.</p>
<p>Closing date</p>	<p>Monday 22nd February 2010 at midday</p>
<p>Interview date</p>	<p>Friday 5th March 2010</p>

ⁱ The National Archives' values are:

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