



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b>	Records Analyst
<b>JOB GRADE:</b>	PIDG/RIM 4
<b>POST NUMBER:</b>	56836
<b>DEPARTMENT/DIVISION:</b>	Corporate Services Division
<b>BRANCH:</b>	Documentation, Information & Access Services
<b>REPORTS TO:</b>	Records Manager
<b>MANAGES:</b>	n/a

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

### **Strategic Objectives of the Division ( in which the position is located):**

Streamline access to information, optimize records management, and accelerate digitization to enhance transparency and efficiency in service delivery.

### **Job Purpose**

Under the management and supervision of the Records Manager, the Records Analyst is responsible for supporting records management best practices, including retention scheduling and file classification in the MOJ. The Analyst also bolsters the RIM process by scheduling and conducting periodic audits of records management systems and procedures.

### **Key Outputs:**

- Complex Record Sets (Electronic & Manual) Coded, filed and Retrieved
- Records management issues analyzed and recommendations provided
- RIM policies explained and applied
- Records management assessments and audits scheduled and conducted
- Records management training and sensitization conducted
- Technical advice and recommendation provided
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed

### **Key Responsibility Areas:**

#### **Technical/Professional Responsibilities**

- Assists in the development and administration/implementation of a comprehensive records management programme and system for use in the MOJ;
- Codes, files, and retrieves a wide variety of materials under a complex, comprehensive records management system;
- Updates and maintains information and generate reports utilizing computer equipment (EDMS Systems);
- Liaises with operational divisions across the Ministry to guide and design file and information classification systems for active records and content management systems;
- Works collaboratively with divisions and related departments/agencies to ensure effective use of the records management system in the MOJ;
- Analyzes complex records management situations, evaluate alternatives and recommend or adopt effective course of action;
- Explains and applies RIM rules, policies, and procedures applicable to MOJ operations;
- Schedules and completes periodic records management assessment and audits for decentralized records in onsite and offsite divisions of the MOJ;
- Analyzes records for divisions and work units according to the MOJ Retention Schedule;
- Assists assigned divisions and work units in creating and/or documenting file classification plans and processes;
- Provides instruction and training to the user community (management, staff, internal customers, etc.) on ministry policies and best practice usage of the electronic document management and manual systems;
- Assists the Records Manager in identifying and addressing revisions needed under the MOJ's Retention Schedule;
- Assists in managing record destruction requests and processing;

- Liaises with various technical and administrative functionaries across the Ministry for the identification and transfer of records to storage facilities;
- Assists with the coordination relating to the transfer of in active and archival materials to off-site storage as well as the retrieval of materials as required;

**Management/Administrative Responsibilities**

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

**Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division’s and organization’s goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

**Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

**Performance Standards:**

- Complex Record Sets (Electronic & Manual) Coded, filed and retrieved in keeping with established guidelines and timeframes;
- Records management issues analyzed and recommendations provided are evidence-based and in accordance with agreed standards and timeframes;
- RIM policies explained and applied in keeping with the standards relating to the GOJ Records & Information Management Policies and agreed timeframes;
- Records management assessments and audits scheduled and conducted in accordance with agreed standards and timeframes;
- Records management training and sensitization conducted in accordance with agreed standards and timeframes;
- Individual Work Plan developed in conformity to established standards and within agreed timeframes;
- Technical advice and recommendation provided are evidence-based and provided in the agreed timeframe;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

**Internal and External Contacts (specify purpose of significant contacts:**

**Internal Contacts**

Contact (Title)	Purpose of Communication
Director, Documentation, Information & Access Services Records Manager	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making;</li> <li>• Identify emerging issues/risks and their implications, and propose solutions;</li> <li>• Receive guidance and provide regular updates on key</li> </ul>

Contact (Title)	Purpose of Communication
	Records Management issues and priorities.
Senior Executives/Management in Divisions	<ul style="list-style-type: none"> <li>Develop and maintain effective working relationships relating to Records Management</li> <li>Collaborate, exchange information, provide strategic advice, support and feedback</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships</li> <li>Provide expert advice and exchange information</li> </ul>

#### External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships;</li> <li>Provides expert advice on Records Management matters; and exchange information;</li> <li>Liaise on key Records Management issues</li> </ul>
Jamaica Archives & Records Dept - OPM	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships;</li> <li>Receive expert advice; and provide and exchange information;</li> <li>Liaise on key Records Management issues.</li> </ul>
Committees of Parliament related to Corporate Services Affairs	<ul style="list-style-type: none"> <li>Assists/Supports the Permanent Secretary in discussions on the MOJ's Corporate Services/ Records Management and related matters</li> </ul>
Professional Affiliations	<ul style="list-style-type: none"> <li>Provides expert advice and exchange information;</li> <li>Identify innovation and new opportunities for the Association.</li> </ul>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> <li>Monitors TOR for goods and services and related interventions;</li> <li>Exchange of information.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

#### Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	1
Compliance	1	Analysis and Evaluation	1
Customer and Quality Focus	1	Attention to Detail	1
Initiative	1	Goal/Results Oriented	1
Integrity	2	Methodical	1
Interpersonal	2	Planning and Organising	1
Oral Communication	2	Problem Solving and Decision-making	1
Team Work & Cooperation	1	Records Management	2
Time Management	1	Resilience	1

Written Communication	2	Stress Tolerance	1
		Technical Skills	1
		Use and Application of Technology	1

<b>Key Competencies</b>
Knowledge of principles, practices, methods, and techniques of records management including retention criteria
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Knowledge of principles, practices, and methods in the design, systems administration, and maintenance of Records Management Software (RMS)
Knowledge of principles and practices of quality control in records management
Knowledge of EDM Systems troubleshooting principles and practices

**Minimum Required Education and Experience**

- Associate Degree in Library & Information Management, Records Management, Knowledge Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Two (2) years’ experience in a Records, Information or Knowledge Management environment.

**Authority:**

- Recommendations for the disposition of records;
- Convenes Records Management training;
- Recommendations on policies and procedures relating to Records Management;
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues.

**Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally to attend conferences, seminars and meetings.