



RCIPS



Applications are invited for the following post of:

Records Management Officer

Salary range: CI \$48,816 - \$65,664 per annum

The Royal Cayman Islands Police Service (RCIPS) is seeking an enthusiastic individual who will undertake the role of Records Management Officer. The post holder will work with various units throughout the RCIPS and the Cayman Islands Coastguard (CICG), to ensure compliance with the relevant record management acts by assisting with the production and application of retention schedules alongside implementing procedures and best practices to respond efficiently and lawfully.

Responsibilities will include but are not limited to:

- i. Ensure all units have an up-to-date retention schedule and work alongside staff to ensure it is up-to-date, accurate, and fit for purpose.
- ii. Work alongside units to implement their retention schedule and ensure documentation that is no longer required is securely destroyed in compliance with applicable legislation.
- iii. Ensure all documentation is compiled and completed when destruction requests are submitted to the National Archives. Conduct in conjunction with a file plan and disposal schedule related to the creation, maintenance, classification, retention, and destruction of records.
- iv. Use their knowledge of best practices and records processes to advise staff within the relevant units.
- v. Assist with the promotion and practice of good records management.
- vi. Develop and implement procedures and systems that guide the organisation with compliance of record management in line with legislation, policies, and procedural obligations.

Knowledge, Experience & Skills:

The successful candidate **must** possess:

- i. Diploma in Records and Information Management or related discipline.
- ii. A Bachelor's Degree in Records Management, Information Management, Information Governance, or equivalent would be preferable.
- iii. A minimum of four (4) years of experience working directly in records management or a relevant field, including a good working knowledge of Information Governance, Information Management, and Records Management principles.
- iv. High level of personal skills is required to work across diverse team settings.
- v. Proven ability to work in a highly sensitive and confidential environment and to maintain strict confidentiality at all times when dealing with RCIPS & CICG records.

Benefits will be determined in accordance with the Public Service Management Law (2018 Revision), Personnel Regulations (2019 Revision), the Public Service Pensions Law (2017 Revision), and the CINICO Health Plan as may be amended from time to time. Pension and Health benefits are fully contributed by the Government.

Preference will be given to suitable Caymanians
Additional details and application form are available at www.recruitment.gov.ky or the
www.rcips.ky/other-vacancies

All applicants **must** complete the Government Application Form **and** submit their Resume **with** two (2) professional references via **email** to:

Human Resources Unit
Royal Cayman Islands Police Service
P.O. Box 909, CAYMAN ISLANDS KY1-1103
At email: RCIPSRecruitment@rcips.ky

Deadline for receipt of applications: **01st October 2021**