

PORTSMOUTH CATHEDRAL

APPLICATION PACK

RECORDS AND INFORMATION GOVERNANCE CONSULTANT



Portsmouth Cathedral: a beacon and safe haven,
anchored in Jesus Christ.

WELCOME FROM DEAN ANTHONY

Dear Applicant,

Thank you for your interest in the position of Records and Information Governance Consultant at Portsmouth Cathedral. This is an exciting as well as challenging time for the Cathedral, and the current pandemic has not prevented us from continuing to work on a renewed Vision and Strategy which was launched last September. [Cathedral Vision — Portsmouth Cathedral](#)

Underlining our commitment to grow in service to our Diocese, city and beyond while ensuring long term sustainability, we are looking for an outstanding Records and Information Governance Consultant to work with us over the next year to transform how we hold and use our records and information.

You will play a key part in preparing Portsmouth Cathedral to come under the regulation of the Charities Commission for the first time. As part of making our new Vision and Strategy a reality, we want to embed learning in everything that we do. With a solid records management policy, implemented across the Cathedral, it will be possible to embed this learning culture. This post represents an exciting opportunity to make a significant impact as part of a dynamic and innovative staff team.

I hope this, the further information contained below, and our website (www.portsmouthcathedral.org.uk) will encourage you to apply for this significant new post.

If it does, or you would like to ask any questions about the role in advance of a formal application, we very much look forward to hearing from you.

A handwritten signature in black ink that reads "Anthony Cane". The signature is written in a cursive style with a large, sweeping initial 'A'.

The Very Reverend Dr Anthony Cane
Dean of Portsmouth

INTRODUCTION TO THE ROLE

Dear Applicant,

Thank you for your interest in the role of Information and Governance Consultant which is funded for one year thanks to the Cathedral Sustainability Fund. This position will play a crucial role in helping to ensure that Portsmouth Cathedral operates efficiently and effectively.

Our new Vision and Strategy sets out ambitious plans to increase our impact as a Cathedral, civic space, artistic venue, and visitor destination whilst improving our financial sustainability through increased commercial events and fundraising. In order, not only to do all of this, but to excel at it, we need to strengthen how our data and physical files are held and managed. We aspire to be, and will actively work towards being, a “digital by default” organisation.

This position will also play a key role in preparing us to meet the requirements of the 2021 Cathedrals Measure which was given Royal Assent in April 2021 and will see all Church of England cathedrals come under the purview of the Charities Commission for the first time. Reviewing and renewing our governance and records is an important part of this preparation.

This is an opportunity for the right person to take us back to first principles of records and information management and develop our policy and systems fit for the 2020s and beyond.

We need a dedicated records and information governance professional to work with us over the next 12 months or so to review how we hold information, and to help us to put in place effective data management policies and systems, enabling information-driven decision making.

The incumbent will work with me and the Office Manager as well as colleagues in each department to review our existing files and processes and then to develop new and improved ways of holding and managing data.

You will be joining a small, supportive, dedicated, and ambitious team at a time of change. The role is not without challenges, but we are committed to making a positive step change in how we hold and use data. Over the past year we have also invested in three software upgrades:

- Microsoft 365 has replaced Microsoft Office on a local Citrix server;
- PeopleHR has replaced a paper-based system; and
- Donorfy CRM is now being used to manage all external data on individuals.

If you are up for this challenge and want to make a real difference in your work, we would be delighted to hear from you.



Richard Abraham (Chief Operating Officer)

RECORDS AND INFORMATION GOVERNANCE CONSULTANT

JOB DESCRIPTION AND RESPONSIBILITIES

Reports to:	Chief Operating Officer
Direct Reports:	None
Indirect Reports	Internal and external partners, agencies and suppliers, volunteers
Location of Role:	Under usual circumstances, the role is primarily based at Portsmouth Cathedral. Some home working arrangements will be considered especially in the current circumstances.
Number of hours/week	35 hours per week
Contract:	Temporary 12-month contract

Job Purpose

- To lead the development and implementation of a records and information management function for Portsmouth Cathedral, with responsibility for strategy, content, and compliance, which will impact on all departments and volunteers across the Cathedral and be pivotal in achieving effective decision-making.
- To ensure that Portsmouth Cathedral has information held in such a way as to support the Cathedral's transition to registered charity status as part of the 2021 Cathedrals Measure.
- To lead the development of analysis and reporting systems for the Cathedral, to turn data into management information to drive the improved performance/use of human and financial resources.
- To mentor and train Cathedral staff and volunteers in effective records management, data analysis and reporting techniques, embedding good practice.

Specific Duties and responsibilities:

- To develop and implement a corporate records and information strategy that can enable the analysis and reporting of data to drive effective delivery of the Portsmouth Cathedral Vision and Strategy.
- To identify and categorise the disparate sources of information held by the Cathedral, both electronic and hard copy.
- To digitize existing hardcopy records into electronic form where practical and to dispose of hard copy records where legal and practical so to do.
- To design and implement data capture processes which are electronic by default using Microsoft Office 365, Donorfy (the Cathedral's recently acquired database/CRM) and People HR (the Cathedral's recently acquired HR management system).

- To design and establish analysis and reporting systems based upon information held within Office 365, Donorfy and People HR to enable effective decision making.
- To ensure the Cathedral's corporate data information strategy complies with all statutory regulation (e.g., GDPR) and Church of England reporting requirements (e.g., annual statistical return).
- To ensure that the Cathedral has information held in such a way as to support the organisation's transition to registered charitable status as part of the 2021 Cathedrals Measure.
- To ensure that the Cathedral has information held in such a way as to enable easy and timely sharing of information with the Diocese of Portsmouth and Church House ("Headquarters" of the Church of England) as well as with internal stakeholders.
- To unleash Portsmouth Cathedral's knowledge base and leverage this to improve our performance as an organisation.
- To develop best practice and to establish Portsmouth Cathedral as an exemplar within the Church of England.
- To develop and encourage the capture and sharing of learning.
- To promote the effective use of ICT in information management.

Knowledge

- Knowledge and experience of records and data management and governance.
- Sound operating knowledge and experience of Microsoft Office products and operating systems, their interfaces, processes, and functions.

General

The successful candidate will be expected to:

- Deliver projects on time and on budget.
- Act as an ambassador for Portsmouth Cathedral at all times, including attendance at events as required.
- Undertake administrative duties as required. This position will be self-supporting administratively.
- Follow and abide by Portsmouth Cathedral's policies and procedures, as detailed in the Staff Handbook, at all times including Safeguarding, Health and Safety, Equal Opportunities and Confidentiality.
- Carry out other duties as may be specified by the line manager from time to time.
- Some weekend and evening work may be necessary.
- The post will be based mainly in the Cathedral Offices but some remote or home working will be possible.

Skills and Experience

Essential

The successful candidate needs to be able to work comfortably in a faith-based organisation and be sympathetic to, and supportive of, its Christian values, and to demonstrate the following:

- Three years'+ experience working in a records management and reporting role.
- Experience of configuring, administrating, and maintaining a records management system.
- Experience of creating/developing reports and automated systems for reports from data.
- Experience in the identification of information system needs, and the analysis of their requirements.
- Ability to produce data analysis to drive strategic improvement and business performance.
- Experience in the interpretation and analysis of datasets.
- Experience of turning data into information, information into insight and insight into business decisions.
- Excellent project management skills.
- Good evaluation and analytical skills and the ability to engage with multiple audiences.
- Excellent written and verbal communication.
- Ability to build positive relationships and work collaboratively with colleagues and key stakeholders, as well as working independently.
- Self-motivated and hardworking with excellent attention to detail.
- Highly IT literate with experience of Microsoft Office 365 and familiarity with CRM systems.
- Ability to solve problems quickly and sensitively and find new solutions.
- Confident, positive, and energetic individual with a can-do attitude.

Desirable

- Records Management qualification.
- Experience of working with volunteers.
- Experience of working with Donorfy.
- Experience of creating visual insights from data (e.g., Tableau, Microsoft BI or Dashboard reporting generally).

This is a description of the job as it is presently constituted. It is the practice of Portsmouth Cathedral to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Portsmouth Cathedral reserves the right to insist on changes to your job description, after consultation with you.

TERMS AND CONDITIONS OF APPOINTMENT

- **Hours.** This is a 12-month contracted post of 35 hours per week over five days Monday to Friday but with flexibility across evenings and weekends to fulfil operational requirements.
- **Salary.** The salary is in the range of £35,000-£40,000 depending on skills and experience. The Cathedral is also open to discuss a contracted number of days at a day rate as opposed to a contracted position.
- **Pension.** Staff are eligible to join the Church Workers Pension Fund (contributory: employer 7.5%, employee 1% of gross salary).
- **Safeguarding.** The Cathedral takes the safeguarding of children and vulnerable adults very seriously, and practises Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles, and face-to-face or online training as required.

The Cathedral records and manages the checks and courses taken by staff and volunteers to ensure that DBS renewals take place and training is refreshed as required by each role.

DBS Checks	Required	Renewal Required
Enhanced Disclosure and Barring Service check required	No	n/a
Safeguarding Training and Development	Required	Renewal Required
Foundation – E-learning	YES	n/a
Awareness – E-learning	YES	n/a
Briefing session on children and adults	YES	n/a

- **Data Protection.** Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation.

Staff and volunteers in certain roles will be required to complete GDPR/DPA on-line training to help ensure the Cathedral handles all personal and contractual data entrusted to it in a proper and legal manner.

Training	Required	Renewal Required
GDPR - Core	No	n/a
GDPR - Foundation	No	n/a
GDPR - Marketer	No	n/a
GDPR - Practitioner	YES	n/a
GDPR - HR Professionals	No	n/a
GDPR - Board	No	n/a

- The post will be subject to a one-month probationary period, during which the appointment may be terminated by either party giving to the other one week's notice. Notice after the probationary period is one month by either side.
- The annual leave allowance is 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays.
- The post is subject to informal and formal procedures for review and appraisal. Training and development are discussed as part of this process.

Other general terms and conditions of employment are set out in the Staff Handbook, which is issued to all Cathedral employees on appointment. A copy will be available for inspection at interview if requested.

APPLICATION PROCESS AND INTERVIEW

For an informal discussion about this role please contact either:

- Richard Abraham, Chief Operating Officer,
richard.abraham@portsmouthcathedral.org.uk
- Liz Snowball, Office Manager,
liz.snowball@portsmouthcathedral.org.uk

Applications

To apply for the role of Records and Information Governance Consultant, please send the following documentation to Liz Snowball, Cathedral Office Manager/Dean's EA through vacancies@portsmouthcathedral.org.uk:

- a CV (no longer than three pages)
- a covering letter setting out what attracts you to the post and demonstrating how you have the necessary Skills and Experience outlined on page six for this post using the STAR method – Situation. Task. Action. Result. (no longer than two pages)
- Recruitment Monitoring Form

Applications must be received by 11.00pm on Sunday 26 September 2021. Late applications will not be accepted.

Portsmouth Cathedral is an Equal Opportunities Employer.

Interviews

Interviews will be held during the week commencing 4 October 2021. It is anticipated that interviews will be held in person at Portsmouth Cathedral, Government Covid regulations permitting. Please let us know in your application of any dates during this week which you would be unable to make.