

PORTFOLIO OF

CAYMAN ISLANDS GOVERNMENT

Government Administration Building
Elgin Avenue, George Town
Grand Cayman



Job Description

Job Title: Information Manager
Grade: For Evaluation
Salary Range:
Reports To: Position Title of Supervising Officer
Cost Centre: Cost Centre employee to be assigned to

Job Purpose | To facilitate access to information held within the Ministry/Portfolio/Department in accordance with the Freedom of Information Act 2007 and provide efficient records management services in line with the National Archive and Public Records Law 2007.

Dimensions | Deliver familiarisation training initially to xx employees within the Ministry/Portfolio/Department and xx new joiners annually.

Manage an annual budget of \$xx with personal purchasing authorisation to \$xx.

Respond to xx requests for access to information annually.

Principal Accountabilities | Develop and implement procedures and systems that enable the Ministry/Portfolio/Department to respond efficiently and lawfully to applications for access to information in line with the Freedom of Information Law and policies and procedural obligations established by the Freedom of Information Unit.

Develop and implement a file plan and disposal schedule that enable the Ministry/Portfolio/Department to manage records in line with the policies developed by the National Archive regarding the creation, maintenance, classification, retention and destruction of records.

Facilitate access to information by assisting members of the public to formalise their request requirements and by receiving, processing, researching, co-ordinating, and responding to applications.

Compile statistics and reports to assist the Freedom of Information Unit to monitor the adherence to the Law regarding requests for access to information.

Provide reports, information and testify before the Commissioner FOI with regard to applications for information that have been appealed.

Liaise with staff of the FOI Unit and the National Archive regarding access and records management requirements applicable to the public entity.

Promote awareness and understanding of Freedom of Information and best practices in Records Management to all staff within the entity including delivery of familiarisation training, and externally via the maintenance of an entity specific web-site.

Promote awareness and understanding of Freedom of Information externally by assisting members of the public to understand their rights and through the maintenance of an entity specific web-site.

Prepare the Public Authorities publication scheme and disclosure logs in accordance with Guidelines developed

Participate in the preparation for and execution of disaster control plans through the identification and protection of vital records for the public entity in the context of the requirements established by the National Archive.

To undertake any other duty that is appropriate to the role.

Organisational Chart

Specific to Ministry/Portfolio/Department

Background Information

The Freedom of Implementation Law 2007 is a result of a commitment by the Government of the Cayman Islands to ensure increased accountability and transparency and improved governance in the Cayman Island.

With the introduction of the this law and the National Archive and Public Records Law 2007, the provision of access to information and records management responsibilities of each public entity has expanded significantly.

The information officer role has been created to establish a co-ordinated response in the area of information disclosure and records management within the Ministry/Portfolio/Department.

Knowledge, Experience, and Skills

Preferred knowledge:

- (i) A good understanding of Freedom of Information and privacy issues.
- (ii) A good understanding of principles, concepts and international best practice of Records Management, through a relevant B.A. or tertiary level (course in, or relevant to, Records and/or Information Management or the willingness to acquire relevant education and training).
- (iii) An understanding of relevant legislation, regulations and procedures governing the relevant public authority.
- (iv) An understanding of the work of the public entity and the

- (v) public sector at large.
- (v) An understanding of information technology issues relating to records and information management.
- (vi) Previous participation in the National Archive's Records Management courses is desirable A good understanding of records and information management, especially in the areas of access to information, records and information classification, retention and disposal, and the management of records in a mixed media environment.

Preferred experience:

- (vii) Experience in developing policy and procedures for implementation across different parts of an organization, preferably three years relevant experience including relating to Freedom of Information and/or Records Management.
- (viii) Experience in providing training for internal staff.

Skills

- (i) Time management and prioritisation skills which enable the adherence to strict reporting deadlines.
- (ii) Ability to apply complex professional standards and ethical practices relating to Freedom of Information and Records Management, pertaining to the fair and balanced provision of access to information, intellectual control over, integrity of, and physical safety of public records.
- (iii) Ability to develop, implement and monitor record keeping procedures and systems effectively within the entity.
- (iv) Excellent oral and written communication skills and the ability to communicate effectively in person and in writing with the general public, Chief Officer/CEO, Head of Department, Senior Management, FOI Coordinating Unit, National Archive, departmental records management staff, ICT staff, and other stakeholders.
- (v) Computer literacy, knowledge of the Government RMS system would be an advantage

Assignment and Planning of Work

The post-holder receives general but not continuous direction from the entity's senior management team.

The work will be demand driven via requests from the public which have to be delivered within timelines outlined within the Freedom of Information Law 2007, the post holder must be able to priorities and manage requests without supervision.

Supervision of Others

N/A

Other Working Relationships

The post holder will liaise predominantly with:

- Members of the public
- The Freedom of Information Unit and National Archive to access specialist training, policy guidance and technical support.

- The Legal Department and Information Commissioner in the investigation of complaints.

Decision Making Authority and Controls

The post holder is responsible for:

- Interpreting the Freedom of Information Law and Regulations in relation to the appropriateness and legality of disclosure of each information application, including assessing whether information meets the criteria for exclusion.
- Adheres to professional and ethical standards recommended by international records management and access to information organisations and professional bodies abroad, or those drawn up by the post holder’s supervisors, as appropriate.

Problems/Key Features

The implementation of the Freedom of Information Act requires a change in the culture within Government to one of openness, transparency and customer rights.
Historically records management has not been undertaken in a structured manner and the locating of relevant records may be time consuming.

Working Conditions

The post holder may occasionally work in unventilated storage rooms and dirty basements where records may have been placed.

The majority of work will involve long periods of computer based activity.

	Agreed By:	Date:
Head of Department		
Job Holder		