

# Records Manager

## Manchester

**£13,000 (more may be available for an exceptional candidate)**

The British Council is the UK's international organisation for education and cultural relations. We seek to promote the United Kingdom as a valued partner in the creation of open and thriving information societies overseas.

Our Knowledge Management programme supports this aim through our intranet and publications and through the Records Management Unit which oversees all records management and archiving.

The Records Management Unit will shortly be converting to electronic records across the British Council network, and we need an organised and committed individual to support our teams throughout this exciting period of change. In this vital role, you'll operate off-site storage and retrieval services, and oversee the appraisal, processing and transfer of our historical records to Public Records Office. Your input into our electronic records systems and initiatives will also be required.

To be successful, you'll need an understanding of basic records and archives management practice and theory. Knowledge of issues surrounding electronic records is essential, and you'll need to combine a high degree of IT literacy with excellent analytical skills.

Organisational and interpersonal skills are also required.

For an application form, please write to Emily Smith, Scott Edgar Response, 75 Farringdon Road, London EC1M 3PH, or telephone 020 7269 6239 or e-mail [britishcouncil@segroup.co.uk](mailto:britishcouncil@segroup.co.uk) quoting reference RM3.

**Closing date:** 3 August 2000.

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