

Job Description: Records Management and Archiving: Assistant Archivist Belong | Act | Thrive.

Function:	Operations
Position:	Records Management and Archiving: Assistant Archivist
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Records Management and Archiving: Team Lead
Additional reporting line to:	Platform and Process Operations Manager (J1)
Position location:	GSK Stevenage

1. Purpose of the job – State concisely the aim of the job.

- To provide Records Management and Archiving (RMA) operational archive services to R&D.
- Delivering exceptional customer service to build valuable long-term relationships with customers and clients.

2. Main assignments and Accountabilities – Indicate the main activities / duties to be conducted in the job.

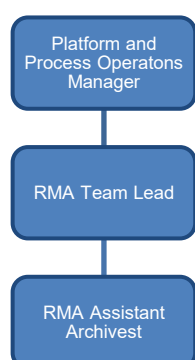
- Performs all tasks in accordance with appropriate regulatory/legal requirements and approved RMA procedures and best practices i.e., GxP regulations.
- Performs categorization (sorting in order to maintain easily tracked 'warehouse' of incoming materials) and data entry of incoming archive materials where necessary.
- Archives physical records within the local archive facility including slides, wax blocks and biological specimens stored in formalin where necessary.
- Conducts quality control checks of the indexes and makes necessary changes during data entry activities.
- Fulfils and records information requests in the most appropriate and secure medium. Examples include loans of archived materials, including biological specimens, and preparation of photocopies or image files as appropriate.
- Maintains records of access to original documents to ensure return of materials loaned from the archive.
- Regularly temperature checks and humidity chart recorders, according to approved RMA procedures where applicable.
- Accountability for interacting with third party contractors to ensure secure, accurate hand-off/transfer of materials.
- Performs document scanning operations as required, for materials received as hard copy.

- Monitors adherence to process and report any deviations or non-compliance with procedure to the management team.
- Ensures equipment checks are carried out as per working instructions.
- Drives a culture of safe working by encouraging the team to speak up if they have concerns about any working practice.
- Carries out all requests in a helpful and professional manner, build relationships with key staff and consistently demonstrate a good customer service interface.
- Adheres to all company & client policies and procedures, site rules and regulations.
- Represents and promote the company wherever possible.
- Attends training courses relevant to the role and ensure this training is documented in a personal training file.

4. About you – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- GCSE grades A-C or equivalent in Math's and English
- Records management experience, ideally within the pharmaceutical industry.
- General fitness consistent with the ability to perform manual handling of storage boxes and the use of step ladders.
- Self-motivated and able to work with minimal supervision.
- Good written and oral communication skills.
- Good customer focus.
- Flexibility within the contracted hours.
- Strong IT skills i.e., confident with MS Office 365 etc.
- Strong team player and a 'can do' attitude.
- Working to and achieving targets set.
- Experience within a customer-facing environment.

5. Organization chart – Indicate schematically the position of the job within the organization.



Received:

Date:

Date:

Job holder

Line Manager