



EUROPEAN CENTRAL BANK

EUROSYSTEM

## Traineeship in Archives and Records Management

Reference 2018-145-TRA

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<b>Type of contract</b>	Traineeship of between 3 and 12 months in total.
<b>Who can apply</b>	EU nationals who are eligible according to our traineeship programme ( <a href="https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html">https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html</a> )
<b>Salary</b>	The trainee grant is €1,050 per month plus an accommodation allowance.
<b>Working time</b>	Full-time
<b>Place of work</b>	Frankfurt am Main, Germany
<b>Closing date for applications</b>	21 June 2018

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### Your team

You will be part of the Information Governance Division in the Directorate Secretariat. Our Division has 50 staff divided into two sections: Information Governance Policies, and Knowledge Solutions. The Information Governance Division develops and guides the implementation of information management policies and procedures, and organises related functional training for the ECB, the Eurosystem, the ESCB, the SSM and the ESRB. We provide records management services and support including in the area of data protection. Our main tasks include managing the ECB archives, disclosing archived information when required, and ensuring the long-term preservation of historical archives in accordance with the ECB's information retention policy.

The Knowledge Solutions Section provides support to ECB staff on research and external information monitoring activities and manages the centralised budget for the purchase of external information resources. It also supports the further development of enterprise information management and knowledge management, and coordinates the selection of systems and tools for document and record management and collaboration.

We are currently working on, among other things, the implementation of the ECB-wide Enterprise Information Management Strategy, the Implementation of Digital Archiving and Preservation solution, and knowledge management.

In your role as trainee, you will be part of the Archives and Records Management and/or Policy Development team in the Information Governance Policies Section, consisting of 23 members of staff, and will work closely with colleagues from the Knowledge Solutions Section.

### Your role

As a trainee you will:

- assist in developing and updating the ECB's information management policies, procedures and

guidance;

- support both the streamlining of guidance and awareness-raising among staff in order to encourage adherence to the ECB's information management policies and procedures;
- contribute to compiling an inventory of the ECB's information-holding systems and the types of information they hold, and help to assess their compliance with the ECB's information management policies and procedures
- carry out quantitative and qualitative monitoring and reporting on information management practices;
- participate in acquiring and appraising archival material to meet business needs;
- arrange and describe archival holdings (including audio-visual material) according to recognised standards;
- provide assistance in carrying out sensitivity reviews of archival records;
- specify and/or test functional requirements for records management and electronic archives management systems;
- contribute to the Division's information management projects, for example: digital archiving and preservation, external collaboration, digitisation of media assets, implementation of retention.

The position offers you excellent opportunities to work in a dynamic team and experience how records management and archival policies and best practices are developed and implemented on a day-to-day basis. You will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of European citizens.

### **Qualifications, experience and skills**

Essential:

- a bachelor's degree or higher in information, archives and/or records management or, if your first degree is not in this field, a postgraduate diploma, master's or higher degree – or enrolment in such postgraduate studies – in any of these subjects;
- a working knowledge of MS Office, in particular Word, Excel, PowerPoint and Outlook;
- an advanced command of English and an intermediate command of at least one other official language of the EU.

Desired:

- knowledge of a document management system such as OpenText Livelink and/or digital preservation software such as Preservica.
- You are curious and eager to learn, and want to further develop your ability to analyse complex information. You are keen to collaborate with others, pursue team goals and learn from other people's diverse perspectives. You strive to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

### **Further Information**

The recruitment process for this position will be conducted via telephone interviews.

### **Application and selection process**

Find more information under "How you can join us":

**<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>**.