

JOB DESCRIPTION

Job Title:	Information Manager
Department:	IT, Digital & Data
Onshore/Offshore:	Onshore
Location:	Aberdeen
Reports to:	IT, Digital & Data Manager

Role Purpose

Write a short description of the role below:

The Information Manager is responsible for ensuring that information across the organisation is accurate, well-governed, secure, and used effectively to support operational delivery, compliance obligations, and strategic decision-making.

The role provides leadership in information governance, records management, data quality, and information lifecycle management, ensuring that information is treated as a valuable organisational asset.

Areas of Responsibility

Geographical Span:	Serica Assets
Budgetary Responsibilities:	Yes
Direct Reports:	Yes
Travel Required:	Occasional as required

Main Tasks

Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.

Information Governance & Strategy

- Develop, implement and maintain the Information Management Strategy
- Define and enforce information governance policies, standards and procedures (e.g. document control, records management, data classification and retention).
- Act as the organisational authority on information lifecycle management from creation to archival and disposal.

Records & Document Management

- Own and manage the corporate Document and Records Management Systems.
- Ensure consistent document control across operational, technical and corporate information.
- Maintain retention schedules in line with legal, regulatory and contractual obligations.

Regulatory Compliance & Risk

- Ensure compliance with relevant regulations and standards, including (but not limited to): Data Protection Act, Oil & gas regulatory and licensing requirements, ISO standards (e.g. ISO 15489, ISO 27001 where applicable)
- Identify and manage information-related risks and contribute to corporate risk registers.

Digital & Systems Enablement

- Work closely with IT and Digital teams to ensure information requirements are embedded in system design and implementations (e.g. ERP, asset management, engineering systems).
- Support digital transformation initiatives by improving information quality, accessibility and reuse.
- Champion structured data, metadata standards and searchability across platforms.

Business Engagement & Change

- Act as a trusted advisor to the business on information management best practice.
- Provide guidance and training to staff on information handling, classification and compliance.
- Support change initiatives such as acquisitions, divestments, system migrations and operational handovers (e.g. data freezes and cutover activities).
- Monitor information management performance using KPIs and maturity assessments.
- Identify opportunities to simplify, standardise and automate information processes.
- Stay informed on industry best practice and emerging technologies relevant to information management.

Professional/Educational Requirements, and Behavioural Skills

Professional/Educational Requirements

Essential:	<ul style="list-style-type: none"> • Degree or other relevant qualification in IM, DC & QM • Proven track record of delivering Information Management and Document Control support • Knowledge of new and emerging technology and innovation to support IM, DC & QM • Knowledge of IM, DC and QM regulatory requirements, technical codes/standards/guidelines
Desirable:	<ul style="list-style-type: none"> • Experience in Oil and Gas or Petrochemical industry • Experience of working with PIM360 and SharePoint environments

Behavioural Skills

Essential:	<ul style="list-style-type: none"> • Ability to work on own initiative • Attention to detail • Ability to communicate at a variety of levels • Able to meet deadlines and prioritise work • Ability to manage a team • Ability to implement continuous improvement opportunities • High level of computer literacy
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Acknowledgement

I have read this job description and fully understand the requirements for my role within Serica.

Employee Signature:	
Printed Name:	
Job Title:	
Date:	