

Adam Pope

- Over six years experience in public, academic, government and corporate environments
- Masters degree with merit in library and information studies
- Competent implementer of EDRMS, with sound knowledge of their functional requirements
- Manages staff, supervisors and teamwork with tact and competence
- An entertaining public speaker and sought after author
- Extensive records management theoretical knowledge and practical experience
- Highly customer focused, with glowing references from employers

Personal details

Full Name: Adam Geoffrey Pope
Address: Flat 6, Lancaster House,
Rushcroft Road
London SW2 1JS
Phone Number: 07977238873
E-mail: adam@adampope.net
Website: www.informationhandyman.com
Driver's License: International, full and unblemished
IT Programmes: MS Access, Livelink, Photoshop, Flash, Dreamweaver
Languages: Conversational German and British Sign Language

Records management

Information Manager for the Government Actuary's Department, August 2004-present. Responsibilities included:

- The procurement, contractual negotiations and failed implementation of an EDRMS
- Building an interim replacement (eGAD) for the failed EDRMS solution
- Expanding eGAD to replace the intranet
- Managing a team of up to eleven staff
- Training staff on a variety of IT and records management issues
- Automating the disposal of 2500 files including transferring 300 to the National Archives
- Writing and contributing to information management policies department wide
- Managing, advising and monitoring of regular and complex freedom of information requests
- Developing software to manage access requests, now in use by hundreds of public authorities
- Writing and fulfilling service level agreements for records management

Corporate Records Manager for London Borough of Camden. January-July 2004. Responsibilities included:

- Building an instrument to conduct a records audit
- Employing and managing four staff
- Giving numerous presentations to convince business teams of the need for records management and an information audit
- Writing and getting the Council records management policy approved
- Providing advice on records management to teams throughout the 8500 strong organization

As a result of my contributions I was nominated by the Local Government Group of the Records Management Society (RMS) to be their representative on the Executive Council.

Document Management Services Officer for the Ministry of Health and the HealthShare funding agency in Hamilton, New Zealand. 2001-2002. Responsibilities included:

- Managing the circulation, storage and disposition of over 60,000 corporate documents
- Developing systems to manage the records
- Devolving 25,000 documents to five hospitals
- Training staff on the systems developed both in-house and to the five hospitals' records staff

Other relevant employment

Academic Business Librarian for the University of Greenwich. Looking after 9,000 students and their faculty, I managed a three-person team to deliver current awareness alerts, market a database, manage the collection, supervise the £60,000 budget and provide reference and library counter duties from August 2003.

Interloans and E-Journals Librarian for AgResearch. Supervising a three-member team to fulfill up to 500 Interloan requests per week and managing access to over 1500 electronic journals to four sites via the corporate intranet. 2002-3

Librarian for the Ministry of Health in Hamilton. Managed the acquisition, cataloguing, circulation, and deselection of materials as well as providing reference services. 2001-2

High School and ESOL teaching at Ngaruawahia High School, Fraser and Huntly Colleges, and at the University of Waikato Language Institute. 1996-2000.

Publications

(2007) Records management in a nutshell *RMS Bulletin* (forthcoming).

(2007) Seven ways to go green with records management *RMS Bulletin* 136: Cover story

(2006) www.freddiepope.com - blog design and authorship

(2006) Think you know how to copy and paste? *RMS Bulletin* 132:31

(2005) The FOI Monitor - software available from www.informationhandyman.com

(2005) Towards trust: the early impact of freedom of information *State Librarian* Autumn.

(2004) Telephone survey research for library managers *Library Management* 26(3):139-151

(2004) Roadmap to knowledge management : data sharing in the public sector. www.idea.gov.uk

(2003) The impacts of the Internet on public library use in New Zealand *NZ Libraries : The Journal for Library and Information Management* 49(8):271-280

(2002) Old bottles and new wine *Library Life* 274:6.

Victoria University of Wellington

Masters in Library and Information Science 2000-2003 Awarded with merit

University of Waikato

Bachelor of Arts with Honours 1991-1994

Major: Political Science

Supports: Economics and German