

# Walter Mansfield

## Profile of Experience and Skills

Walter Mansfield is a records and archives professional with five years experience, both in the UK and internationally. He is an excellent communicator, culturally sensitive and at home in multiple environments. He is passionate about the importance of records management and articulates records management issues in an accessible manner. Walter has represented the IRMT in the UK and internationally, recently representing research project findings to a conference in Pretoria. Walter has worked in a variety of archives and records management environments, including local government, not-for-profit and international organisations. Prior to joining the Trust Walter worked for the London Borough of Camden, as Records and Information Officer and was directly involved in the design and implementation of Camden Council's space management system including training staff in the use of the system. From 2005-2006, Walter worked for Partners for Development Cambodia as Information Management and Archive Consultant. Before working in Cambodia, Walter held positions in several not-for-profit institutions in the UK working in the context of archives and libraries and worked as a lecturer for a higher education body. His particular interests include records management training and development, the enhancement of good governance and accountability through Access to Information and the importance of good record keeping practices to improve organisations' knowledge retention and management.

## Employment Experience

**April 2008-present International Records Management Trust**  
Project Manager

Provides technical inputs to IRMT projects and programmes, assists with delivering and monitoring projects both offsite and in the field on assignment including training provision. Contributes to the design and development of new projects and programmes. Contributes to the content of tools, manuals and guidance materials produced by the IRMT. Sources consultants and briefs and debriefs consultants prior to and following assignments.

**October 2007 – Camden Council**  
**March 2008** Records and Information Officer

Worked for a local authority in a corporate records management role managing projects including the review of retention schedules council wide to develop and implement a corporate classification and retention schedule. Led the implementation of Trim Context space management system including managing change and delivering staff training. Responsible for writing guidance on records management which has included guides on: storing paper records, sending sensitive information internally, closing files, scanning for legal admissibility, and applying retention schedules. Providing organisation wide advice on records management issues as required. Additional responsibilities include responding to FOI/EIR/DPA requests, managing

off-site storage contracts and carrying out records surveys and information audits

**July 2005-February 2006** **Partners for Development (PFD) Cambodia**  
Information Management and Archive Consultant

Worked in rural Cambodia for PFD, a development NGO specialising in health and agriculture. Responsible for the creation and management of an archive drawing together and organising two decades of records into a coherent, comprehensive and easily accessible collection. Developed a record database tailored to the organisation's needs. In addition, undertook the research and analysis of past projects, assessing their impact and sustainability. Responsible for local capacity building, training and overseeing the work of one Cambodian records assistant and management of archive and library volunteers.

**August 2002-September 2004** **Henry Moore Institute, Leeds**  
Library and Archives Assistant

Working within a team, responsible for assisting and instructing visitors in the use of the Institute's research facilities: library, archive and audio visual collections. Assisted in the development of educational resources and the training of new staff. Provided support to the archivist: cataloguing and repackaging collections; researching, annotating and describing acquisitions.

**September 2002–June 2003** **Stockport College of Further and Higher Education**  
Lecturer

Lectured and assessed the core module 'Modern and Post-Modern Aesthetics', for the second year Art and Design BA Hons. Responsible for planning, presenting and evaluating a lecture programme, utilising a range of teaching strategies to educate a group of 80 undergraduates. Responsible for marking essays and presentations, monitoring student progress and evaluating learning outcomes against course requisites. In addition, provided individual tutorial support, encouragement, guidance and mentoring to students.

## **Education**

**University** University of Leeds, 1999-2002 and 2003-2004  
BA (Hons) History of Art and Philosophy, II (i), 2002  
MA Merit Sculpture Studies 2004  
Awarded Henry Moore Foundation Scholarship

**Records training** University College London, School of Library, Archives and Information Studies, 2006-2007  
MA in Records and Archives (International), 2007