

Adam Pope

- Over nine years' experience in public, academic, government and corporate environments
- Masters degree with merit in library and information studies
- Sound knowledge of information systems and their functional requirements
- Manages staff with tact and competence, encourages teamwork
- An entertaining public speaker
- Extensive information management theoretical knowledge and practical experience
- Easily converts complex information management concepts into lay terms
- Highly customer focused, with glowing references from employers

Personal details

Full Name: Adam Geoffrey Pope
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Website: www.informationhandyman.com
Driver's License: International, full and unblemished
Programming: HTML, CSS, PHP, SQL, VBA
Languages: Conversational German and British Sign Language

Information management

'Networks' Intranet Content Manager for Arup, May 2007-present. Responsibilities include:

Advocating effective information architectures for a variety of content to all levels of the firm
Specifying functional improvements to the developers of the content management system
Writing and providing training sessions on web, multimedia and site management technology
Advising on copyright issues and effective legal ways to overcome them
Developing innovative solutions to ensure information is sifted into knowledge

Information Manager for the Government Actuary's Department, August 2004-May 2007.
Responsibilities included:

The procurement, contractual negotiations and implementation of an EDRMS
Building a replacement (eGAD) for the failed EDRMS solution
Expanding eGAD to replace the intranet, where it continues to be in use
Managing a team of up to eleven staff
Training staff on a variety of IT and records management issues
Automating the disposal of 2,500 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 the 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 the Council records management policy and getting it approved
- Providing advice on records management to teams throughout the 8,500-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.

Other employment

Academic Business Librarian for the University of Greenwich August 2003-2004. Looking after 9,000 students and their faculty, I managed a team of three people to deliver current awareness alerts, market a database, manage the collection, supervise the £60,000 budget and provide reference and library counter duties.

Interloans and E-Journals Librarian for AgResearch, a New Zealand research institute. 2002-2003 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.

Librarian & Records Manager for the Ministry of Health in Hamilton, New Zealand. 2001-2002 Managed the acquisition, cataloguing, circulation, and deselection of materials as well as providing reference services.

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

Publications

- (2008) www.kobkun.com Web design, copy and development
- (2007) Records management in a nutshell *RMS Bulletin* 137: Cover story
- (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.

Academic

Masters in Library and Information Science 2000-2003 Awarded with merit, Victoria University of Wellington, New Zealand

Certificate in English Language Teaching to Adults

Bachelor of Arts with Honours 1991-1994 Second Class, University of Waikato, New Zealand
Major: **Political Science** Supports: **Economics and German**