

Role Title	Archive Assistant				
Job Family	Knowledge and Information Management	Sub Category	Sensitivity Review	Grade	A2
Behaviours	<div>• Managing a Quality Service</div> <div>• Changing and Improving</div> <div>• Working Together</div>				
Purpose	Provide paper and digital administrative support to the sensitivity service.				



Key Accountabilities

- Provide general administrative support to the sensitivity review service desk and individual sensitivity reviewers and assist in the provision of reports and key data
- Redact accurately sensitive information from files following instructions from sensitivity reviewers, including short notice Historical Freedom of Information requests
- Prepare, quality assure and record the transfer of digital files to The National Archive
- Provide scanning of microfiche media, digital archiving and recording of meta data

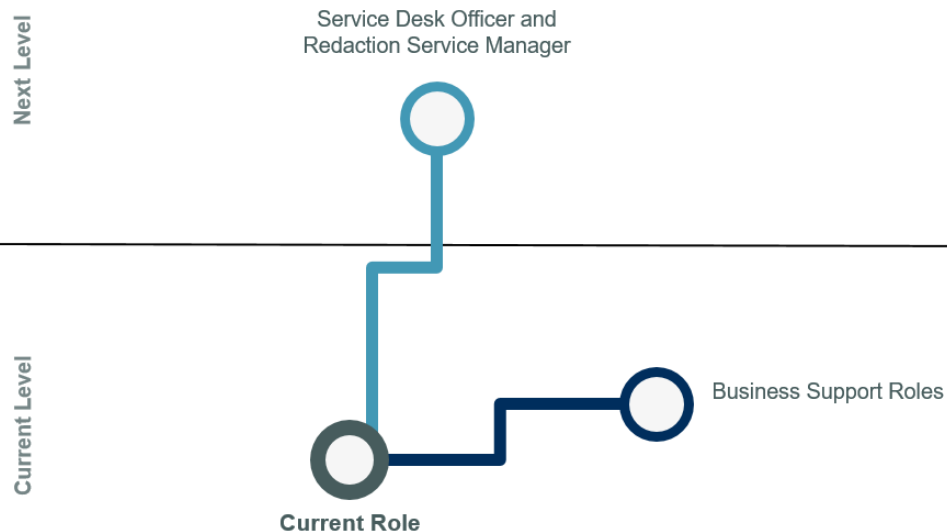
Authority and Scope

- Day to day management of own workload to ensure timely delivery.
- Work within strict rules and protocols
- Quality Assure service output
- Interpret instructions and interrogate digital and paper records to obtain relevant material

Internal and External Communications

- Staff across FCDO Services to exchange information and answer queries
- Day to day contact with 3rd Party referral with contact points in The National Archives, other government departments and the Royal Household

Potential Next Career Moves



Skills

- Administrative/secretariat services

Qualifications, Knowledge and Experience

Essential

- Experience and/or training in Microsoft suite (Word, Excel and Outlook)
- Basic English and Maths qualification (equivalent to GCSE Grade C or 4)

Desirable

- A records and information management qualification
- Experience of working in service delivery
- Experience of working within a team