



<b>Role Title</b>	<b>Archive Assistant</b>				
<b>Job Family</b>	<b>Knowledge and Information Management</b>	<b>Sub Category</b>	<b>Sensitivity Review</b>	<b>Grade</b>	<b>A2</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Managing a Quality Service</li> </ul>	<ul style="list-style-type: none"> <li>Changing and Improving</li> </ul>	<ul style="list-style-type: none"> <li>Working Together</li> </ul>		
<b>Purpose</b>	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

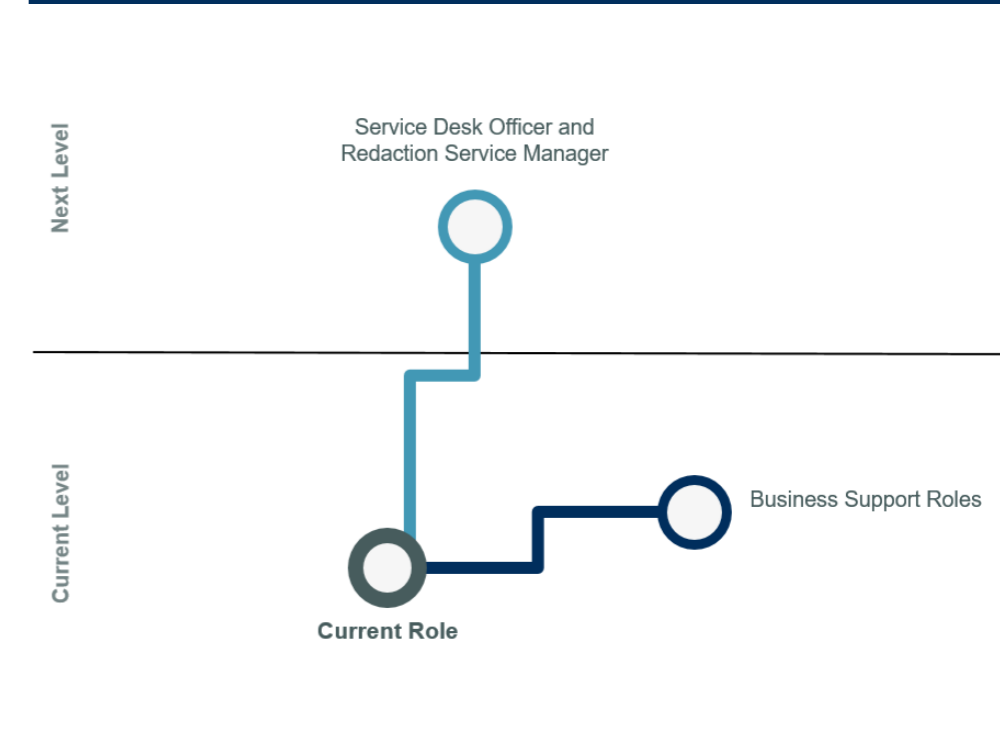
### Authority and Scope

- 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