

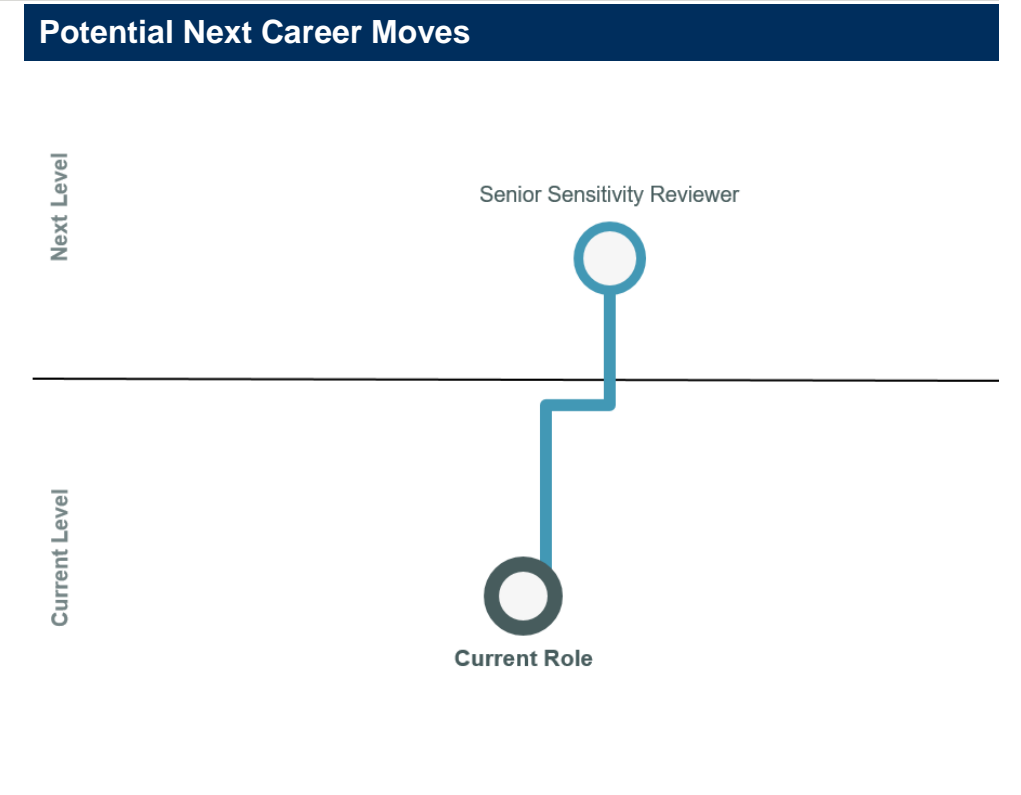


<b>Role Title</b>	<b>Sensitivity Reviewer</b>				
<b>Job Family</b>	<b>Knowledge and Information Management</b>	<b>Sub Category</b>	<b>Sensitivity Review</b>	<b>Grade</b>	<b>D6</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Managing a Quality Service</li> </ul>	<ul style="list-style-type: none"> <li>Making Effective Decisions</li> </ul>	<ul style="list-style-type: none"> <li>Working Together</li> </ul>		
<b>Purpose</b>	Determine which archive files should be permanently preserved as the National Archives and to determine whether records should be released or withheld prior to transfer, or released under the Freedom of Information Act.				

<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>Select customer archive records for permanent preservation at The National Archives (TNA) in line with TNA selection policy</li> <li>Review customer records to determine whether they should be released or withheld under Freedom of Information Act (FOIA) or Public Records Act (PRA exemptions)</li> <li>Conduct sensitivity reviews for a range of files including Annual Departmental Files, records outside the FCDO corporate file plan and files being considered for release under the Freedom of Information Act or at request from other government departments</li> </ul>	<ul style="list-style-type: none"> <li>Articulate strong rationale for redaction, retention or closure for scrutiny by the Senior Sensitivity Reviewer and by the Advisory Council on National Records and Archives</li> <li>Maintain accurate records of work completed, and submit accurate instructions and justifications for redaction</li> <li>Co-operate closely with other members of the Team to achieve the best possible results</li> <li>Act as mentor to new reviewers if requested by the Senior Sensitivity Reviewer</li> </ul>

<b>Authority and Scope</b>
<ul style="list-style-type: none"> <li>Work independently to evaluate information according to the law and internal procedures to determine whether content is sensitive and should be withheld</li> <li>Recommend which FCDO archive files should be preserved for the permanent public record; such selection decisions are Quality Reviewed by the customer</li> <li>Create the documentation allowing redaction to be performed accurately and in accordance with appropriate legislation</li> </ul>

<b>Internal and External Communications</b>
<ul style="list-style-type: none"> <li>With the Service desk to send referrals out to FCDO or other stakeholders</li> <li>With the customer and other Government Departments as necessary to manage referrals out</li> <li>With the customer to progress FOI requests</li> </ul>



<b>Skills</b>
<ul style="list-style-type: none"> <li>Sensitivity review</li> <li>Records management</li> <li>Stakeholder management</li> <li>Interpret professional/technical documents</li> <li>Analyse, interrogate and evaluate data</li> <li>Governance</li> <li>Service reporting</li> </ul>

<b>Qualifications, Knowledge and Experience</b>
<b>Essential</b>
<ul style="list-style-type: none"> <li>A high level of security awareness</li> <li>Understanding of Public Records, FOI Act and Data Protection Act</li> <li>Substantial understanding of political and diplomatic sensitivities</li> </ul>

<b>Desirable</b>
<ul style="list-style-type: none"> <li>Experience of service management delivery and resource planning</li> <li>Extensive experience in HM Diplomatic Service or a comparable organisation</li> </ul>