



# Role Profile

<b>Role Title</b>	Sensitivity Reviewer
<b>Business group and team</b>	Sensitivity Review Service, Digital & Innovation Office
<b>Job Purpose Overview</b>	<p>The FCDO Services Sensitivity Review Service is a small and friendly department, spread over two locations (Hanslope Park, and a small office in King Charles Street, Central London).</p> <p>As a Full-time sensitivity reviewer, you will play a vital role in ensuring that Government records are preserved for current and future generations and that sensitive content is withheld from current release. Most of your work will result in the release of information which the wider public is legally entitled to access. On average we withhold only around 1% of archive records reviewed for release.</p> <p>Sensitivity reviewers recommend whether FCDO archive files should be preserved for the permanent public record at the National Archive (TNA), in line with TNA Selection Policy. They are also responsible for reviewing files that have been selected to determine if any content remains sensitive and should be withheld for a specified period under Freedom of Information Act (FOIA) or Public Records Act (PRA) exemptions. Withholding information requires proper justification under current legislation. This is a role which requires excellent judgement, substantial experience of work abroad, attention to detail and flexibility.</p> <p>Reviewers select and sensitivity review annual departmental files created by London departments and overseas posts and are organised in line with the Department's corporate file plan. In the case of FCDO, there are records outside the FCDO corporate file plan which cover a wide range of subject matter, including files created by the Allied Control Commission (the Berlin military government after the Second World War), the FCDO's predecessors (notably the Colonial Office), the Foreign Compensation Commission and the former Hong Kong Government. Further information about the FCDO's archive records and our record release programme is available at <a href="http://www.gov.uk/archive-records">www.gov.uk/archive-records</a>.</p> <p>Reviewers also sensitivity review material being considered for release in response to Freedom of Information requests and papers that are submitted from time to time by other Government Departments or other Governments.</p> <p>In line with <a href="#">TNA and legislative requirements</a>, all government departments are moving towards records release at 20 years. FCDO is currently required to transfer two years' worth of records to the TNA until release at the 20-year mark is achieved in 2022. FCDO is currently transferring paper and</p>

<b>Organisational position</b>	<p>digital files to TNA, as the review of electronic archive files has recently begun. Reviewers usually specialise in geographic or thematic areas but are required to cover any subject-matter as the need arises. A strong case must always be made for redaction, retention or closure since the reviewers' recommendations will be scrutinised by the <a href="#">Advisory Council on National Records and Archives</a>.</p> <p>Reviewers will be given a permanent FCDO Services contract. Performance is appraised in line with standard FCDO Services appraisal policy and practice.</p> <p>Reviewers are managed by the Senior Sensitivity Reviewer, who in turn reports to the Head of Digital Sensitivity Review.</p> <div style="text-align: center; margin-top: 20px;"> <pre> graph TD     A[Head of Department] --- B[D7 The Senior Sensitivity Reviewer]     B --- C[D6 Sensitivity Reviewer]           </pre> </div>
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<b>Date Updated</b>	March 2021		<b>Updated By</b>	JG	
<b>Current / Applied Grade</b>	D6	<b>Job evaluation date</b>		<b>Confirmed grade</b>	D6
<b>Level of Security Clearance</b>	SC DV		DV		

**JOB RESPONSIBILITIES**

- Main responsibilities, focusing on the required outputs:*
- Selection of files for preservation
  - Sensitivity review of Annual Departmental Files
  - Sensitivity review of Non-Standard Files
  - Sensitivity review of records Requested under FOI
  - Sensitivity review of records in response to Litigation Requests
  - Sensitivity review of records in response to outward and Inward Referral
  - Other FCDO review – related activities
  - Stakeholder liaison with the FCDO and other Government Departments as required
  - The production of management Information such as: the recording of hours, boxes reviewed, blocking sheets and justifications to meet legal and customer requirements
  - Formal training and coaching in the Freedom of Information Act, Public Records Act and Data Protection Act will be provided once in post
  - Developing a good understanding of sensitivity review guidance and legal requirement.

## KNOWLEDGE AND KEY SKILLS

### *Essential:*

- Substantial understanding of political, international and diplomatic sensitivities, typically gained in grades D or SMS of HM Diplomatic Service, or an equivalent organisation with recent experience;
- Substantial understanding of military sensitivities;
- Substantial understanding of agency sensitivities;
- Substantial understanding of personal sensitivities in relation to GDPR / DPA
- Excellent Judgement
- Ability to maintain sustained concentration and attention to detail
- Clear and succinct written communication
- A high level of security awareness

### *Desirable:*

- Substantial diplomatic experience covering the period for which records are being reviewed
- Good knowledge of FCO software, technical and information management procedures
- Ability to research and evaluate information
- Good MS Word and Excel skills
- One or more foreign languages would be useful.

## CORE BEHAVIOURS

### *Top three for job:*

- Making Effective Decisions
- Managing a Quality Service
- Delivery at Pace

## CRITICAL SUCCESS FACTORS

### *Success measured and evidenced by:*

- The number of files sensitivity reviewed
- Management Information recorded accurately
- High quality service with low number of redaction error rates

<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
NO	£ per annum	NO
<b>Reports to: (Role Title and Grade)</b>	The Senior Sensitivity Reviewer, D7	
<b>Direct Reports: (Number and grades of staff)</b>	None.	