



# Role Profile

<b>Role Title</b>	Sensitivity Reviewer
<b>Business group and team</b>	Global Digital Technology   FCO Services
<b>Job Purpose Overview</b>	<p>Selection of FCO archive records for permanent preservation at The National Archives (TNA) in line with TNA selection policy. Sensitivity review of FCO records in order to determine whether records should be released or withheld under Freedom of Information Act (FOIA) and Public Record Act (PRA) exemptions.</p> <p>The FCO Services Sensitivity Review Service is a small and friendly department, spread over 2 locations (Main Building in London, and Hanslope Park). FCOS engages widely with Posts and Directorates across the FCO covering a range of information management issues.</p> <p>Sensitivity reviewers decide whether FCO archive files should be preserved for the permanent public record. They are also responsible for reviewing selected files to determine if any content remains sensitive and should be withheld for a specified period. This is a role which requires excellent judgement, substantial experience of work in the FCO or in a comparable organisation, attention to detail and flexibility.</p> <p>Archive files are selected by reviewers in line with TNAs <a href="#">OSP13: Britain's diplomatic relations 1973-96</a>. selection decisions are quality reviewed by the FCO Historians and by Archive Management Team FCO. Once selection has been confirmed, files pass onto the sensitivity review stage which accounts for most of a reviewer's work.</p> <p>Reviewers select and sensitivity review two types of file. Annual departmental files are files created by London departments and overseas posts and are organised in line with the FCO's corporate file plan. In addition, there are "non-standard" records outside the FCO 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 FCO's predecessors (notably the Colonial Office), the Foreign Compensation Commission and the former Hong Kong Government. Further information about the FCO'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 to the FCO from time to time by other Government Departments or other Governments.</p> <p>In line with <a href="#">TNA and legislative requirements</a>, the FCO (like all government departments) is currently required to accelerate transfer of records to the TNA until release at the 20-year mark is achieved in 2022. The FCO is now</p>

	<p>processing digital files in addition to paper files. In general, at review each document in a file needs to be looked at and the withholding of any information must always be justified under relevant legislation. 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 work initially on a one year renewable contract. Remuneration is on a fee-paid basis. Performance is appraised in line with standard FCO Services appraisal policy and practice. Reviewer posts are suitable for either full- or part-time working.</p>
Organisational position	<pre> graph TD     A[GDT Director] --&gt; B[D7 Head of Digital Review]     B --&gt; C[D7 Senior Sensitivity]     C --&gt; D[D6 Sensitivity Reviewer]           </pre>

Date Updated	14 October 2019		Updated By	GH	
Current / Applied Grade	D6	Job evaluation date	14 <sup>th</sup> October 2019	Confirmed grade	D6

<b>JOB RESPONSIBILITIES</b>
<p><i>Main responsibilities, focusing on the required outputs:</i></p> <ul style="list-style-type: none"> <li>• Sensitivity review of records Requested under FOI;</li> <li>• Sensitivity review of records in response to Litigation Requests;</li> <li>• Sensitivity review of Annual Departmental Files;</li> <li>• Sensitivity review of Non-Standard Files;</li> <li>• Review of records in response to outward and Inward Referral;</li> <li>• File Selection;</li> <li>• Other FCO review –related activities;</li> <li>• Review of Commercial Publications;</li> <li>• Stakeholder liaison with the FCO and other Government Departments as required;</li> <li>• The production of management Information such as: the recording of hours, boxes reviewed, blocking sheets and justifications etc to meet customer requirements;</li> <li>• Formal training and coaching in the Freedom of Information Act, Public Records Act and Data Protection Act will be provided once in post;</li> <li>• A requirement to develop an understanding of the sensitivity review guidance and constitutional arrangements.</li> </ul>

## KNOWLEDGE & KEY SKILLS

### *Essential:*

- Substantial understanding of political and diplomatic sensitivities, typically gained in grades C to SMS of HM Diplomatic Service, or an equivalent organisation;
- Excellent Judgement in diplomatic sensitivities;
- Ability to maintain sustained attention to detail;
- Clear and succinct written communication;
- A high level of security awareness;

### *Desirable:*

- Substantial diplomatic or equivalent experience covering the period for which records are being reviewed;
- Using and exploiting knowledge and information;
- Managing and organising information;
- Information governance;
- One or more foreign languages would be useful;

## CORE COMPETENCES

### *Top three for job:*

- Making Effective Decisions
- Collaborating and Partnering
- Delivery at Pace

FCO Services is a Civil Service organisation and follows the Civil Service Competency Framework. For recruitment purposes, the top three essential competencies for this role have been given above. For the full list of competencies and descriptions please visit:

<http://www.civilservice.gov.uk/wp-content/uploads/2012/07/Civil-Service-Competency-Framework-July-2012.pdf>

## CRITICAL SUCCESS FACTORS

### *Success measured and evidenced by:*

- The number of files sensitivity reviewed;
- Management Information returned;
- High quality service with low number of redaction error rates;
- A minimum of 90% of contracted part-time hours carried out per annum.

<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
N	£ N/A per annum	N
<b>Reports to: (Role Title and Grade)</b>	D7 Senior Sensitivity Reviewer	
<b>Direct Reports: (Number and grades of staff)</b>	N/A	