**AO Role – Assistant Case Manager, Historical Information Rights Unit**

The Historical Information Rights (HIR) Team responds to information requests made by members of the public for information that is over twenty years old. The historical records of the FCDO and its predecessors are widely regarded as some of the world’s most important and challenging collections for global history. As an Assistant Case Manager, the jobholder will have the opportunity to work directly with these unique records, learn about how the FCDO operated in the past and develop an understanding of how releasing historical information can impact on international relations today. An interesting and challenging AO role, working as part of a small team to help to ensure that FOI requests are responded to in line with statutory deadlines. This role will give you a good grounding in the Freedom of Information Act (FOIA) and other information rights legislation. As part of this job, the jobholder will be working with the extensive FCDO archive of 1.2 million files and responsible for the administration of requests that are received at The National Archives (TNA) for FCDO information held there.

* Monitoring the shared mailbox and allocating the emails to the correct HIR team officer.
* Administration tasks involved in processing the HIR request – completing audit sheets for specific files, arranging photocopying with the reprographics service, on small amounts of information photocopying or scanning materials when required. Other administration tasks at the request of the case managers.
* At the end of the FOI process, you will ensure that cases are correctly documented and electronically filed. Deletion of electronic communications that are no longer required. Arranging with Archive Services to return the physical files to the archive or returning material yourself.
* This role also involves co-ordinating and monitoring progress of the referrals from The National Archives (TNA) in relation to FOI requests made to TNA for FCDO material which is not open to the public. Liaising with the sensitivity review service desk to ensure that the subject matter experts respond by set deadlines. Keeping the electronic spreadsheet of requests up to date.

Desirable

* We are looking for someone who is flexible and able to adapt to changing circumstances; they should also expect some of the elements of the job to evolve or change during their role. Previous experience/knowledge of information rights legislation is not required as the jobholder will be trained on commencement of the role.