**Executive Officer Role – Historical Information Rights**

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 a 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. In this role the jobholder will be responsible for responding to historical information access requests from members of the public working within the framework of information rights legislation (FOIA, EIR and GDPR) by:

* The jobholder will be responsible for the handling of historical information requests from initial receipt through to final response. Checking hard copy material for errors before it is released to the requester.
* Managing, prioritising and responding to your own cases effectively. Researching each request, conducting comprehensive searches of FCDO holdings both electronic and paper for relevant information and recording results on our case management system eCase. Recognising when to escalate more complex queries to the Historical Casework Supervisor.
* This role also involves liaising with The National Archives (TNA) for requests they receive for information which has been transferred closed (not open to the public) by the FCDO under the *Public Records Act,* obtaining quality review decisions from subject matter experts, completing public interest test forms and providing these to the TNA FOI team so they can complete their requests within their own statutory deadlines.
* Drafting replies clearly, ensuring our response is compliant with our legal obligations and within statutory deadlines, including preparing and despatching any information approved for release.
* Engaging with the FCDO Services Sensitivity Review Service and relevant internal and external stakeholders for views on release or redaction of information.
* Ensuring all enquiries to the mailbox are actioned within 48 hours, escalating more complex queries to the casework supervisor where appropriate.

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 and of how it affects the work of public authorities more generally, would be useful or experience of working with historical records. However, training will be provided.