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Assistant Sensitivity Reviewer

FCDO Services

Apply before 11:55 pm on Tuesday 17th February 2026



FCDO Services

Reference number

445536

Salary

£38,332 - £39,558

Plus location allowance £1,750

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Higher Executive Officer
C4

Contract type

Permanent

Business area

FCDO Services - COO

Type of role

Other

Working pattern

Full-time

Number of jobs available

4

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Location

Hanslope, South East England, MK19 7BH

About the job

Job summary

At FCDO Services we protect the UK's interests at home and overseas. We design and construct secure government buildings and courier diplomatic packages worldwide, safeguard government tech and a whole lot more. Our work is as varied and vital as it gets, but we never lose sight of our people. Their skills, aspirations and growth mean as much as the global mission we're on. In our world, it all matters.

The Digital Sensitivity Review service we've developed enables the UK's Government departments to meet the requirements of Public Records legislation by selecting, reviewing and transferring records consistently and securely for permanent preservation at The National Archives. The growth in digital records means the team are embracing the use of AI and other advanced technologies to tackle the complex challenges we face. The work is vital and protects the UK's relations with other countries, as well as our defence interests, the intelligence services, and the personal data of individuals, all within a legal framework.

Preserving important records
Protecting secure data
Embracing new technologies
It all matters.

Job description

Do meaningful work on historical records

As Assistant Sensitivity Reviewer, you'll play a pivotal role in shaping the records at The National Archives. Your day-to-day job will involve reading and conducting a sensitivity review of documents covering history, politics and current affairs. Following our guidance and processes, you will decide whether information should be released or withheld under the Freedom of Information Act (FOIA) or the Public Records Act (PRA). Once trained, you'll be expected to work autonomously: determining your own priorities, liaising with external and internal stakeholders, and maintaining up-to-date records. Plus, you'll actively contribute to discussions on improving ways of working.

Please note that remote working isn't an option given the work that we do. However, we are a close-knit, supportive team, made up of people with a variety of experiences.

Sitting on the crossroads of history and working with cutting-edge technology, our work is deeply meaningful and future focused. Plus, in joining us as an Assistant Sensitivity Reviewer, you'll have plenty of opportunity to enhance your expertise and build your career.

What you'll bring

While we will train you as a Sensitivity Reviewer, you'll bring a high level of security awareness, a substantial understanding of political and diplomatic sensitivities, as well as an understanding of Public Records Act, FOI Act and Data Protection Act.

We will assess you on Civil Service Behaviours, the following three are the most important for the job: making effective decisions, working together, and managing a quality service. To be a good fit for our team, you'll collaborate well and feel comfortable working independently. A natural interest in current affairs, history and politics will see you thrive here. It would be desirable if you brought experience of records management. As well as a Level 6 qualification (Degree Apprenticeship, BA or BSc Hons Degree, Graduate Diploma, NVQ Level 6).

Discover the support you need to grow your career further

But we're always looking to improve – just like you. That's why when you join us, expect to receive a competitive salary, generous holiday entitlement and a Civil Service Pension. Along with this, you'll also have access to training and other development opportunities to help grow your career with us. Our

offices have an on-site gym, nursery, café, and restaurant, and we offer interest-free loans on season tickets and bikes to help you get there. It's a great set of benefits made to support all you do, and all you need.

Person specification

- A high level of security awareness
- Understanding of Public Records Act, FOI Act and Data Protection Act
- Substantial understanding of political and diplomatic sensitivities

Behaviours

We'll assess you against these behaviours during the selection process:

- Making Effective Decisions
- Working Together
- Managing a Quality Service

Technical skills

We'll assess you against these technical skills during the selection process:

- A high level of security awareness
- Understanding of Public Records Act, FOI Act and Data Protection Act
- Substantial understanding of political and diplomatic sensitivities

Benefits

Alongside your salary of £38,332, FCDO Services contributes £11,104 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

- Learning and development tailored to your role
- A culture encouraging inclusion and diversity
- A Civil Service pension
- A leave allowance of 25 days per annum
- 9 days per annum public and privilege days

Free shuttle bus available between central Milton Keynes and Hanslope Park

Things you need to know

Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance \(opens in a new window\)](#) for more information on appropriate and inappropriate use.

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Experience and Technical skills.

In the selection process details enter:

To apply for this role, you will be asked to provide your CV, a personal statement, and provide answers to some job specific questions.

Your CV and personal statement will not form part of the assessment they will provide an insight into your work history and experience.

Your CV should include:

- o no personal identifying details
- o career history with key responsibilities
- o skills and experience
- o achievements
- o qualifications

Your personal statement should outline your interest in the role.

Candidates will only be sifted on answers provided to the job specific questions which are outlined in the application form.

Those that are successful will be invited to a MS Teams or Face to face interview.

At the interview you will be asked a blend of questions on technical skills and behaviours.

Dependant on the role include whether the candidate will need to complete a job specific exercise, assessment, or presentation along with the interview questions.

Candidates who are judged to be close to meeting the criteria may be considered for other positions in FCDO Services which may be at a lower grade, but have a potential skills match

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [developed vetting \(opens in a new window\)](#).

[See our vetting charter \(opens in a new window\)](#).

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Medical

Successful candidates will be expected to have a medical.

Nationality requirements

Open to UK nationals only.

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Fcdoservices.recruitment@fcdo.gov.uk

Email : Fcdoservices.recruitment@fcdo.gov.uk

Recruitment team

Email : Fcdoservices.recruitment@fcdo.gov.uk



