

Freedom of Information Officer (FOIO) (Enforcement)

The Scottish Information Commissioner enforces and promotes freedom of information (FOI) law. Joining one of three teams of FOIOs, you'll provide essential support to the Commissioner in fulfilling his responsibilities which will include the following:

- Investigating appeals made to the Commissioner
- Drafting decisions on behalf of the Commissioner
- Responding to information requests and subject access requests (relating to casework)
- Promoting good practice to the public and public authorities with advice and guidance about FOI law

You'll bring:

- Work experience in a relevant discipline
- Excellent writing and communication skills, including the ability to write for, and speak to, a range of audiences
- Strong analytical and research skills
- Excellent problem-solving skills
- Strong time-management skills and the ability to manage competing priorities
- Education to degree level (or equivalent level of skill or knowledge)

We offer:

- Interesting, challenging and varied work
- Starting salary - £42,000 (gross p.a.) FTE on a scale rising to £50,079 (gross p.a.) FTE
- Work location in St Andrews, Fife – it will be a contractual requirement to attend the office premises when required to do so, but hybrid working will be possible
- Flexible working arrangements (applications on a job share basis are welcome)

To apply, you must complete an application form and submit this to us by **12 noon, Tuesday 5 December 2023**. You should use the application form in our application pack (CVs will not be considered).

The application pack also includes a Job Description and Person Specification and a summary of the main terms and conditions of employment (for information only). Security clearance is required for this post. For more information on the security clearance and pre-employment checks (identity and right to work in the UK, Basic Criminal Records Check), location of work, references, data protection, equal opportunities and the evidence of the skills, knowledge and experience that you will need to provide please see the Job Description and Person Specification.

Download the application pack from: www.itspublicknowledge.info/current-vacancies

Or contact us:

Email: enquiries@itspublicknowledge.info

By post: Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS

Closing date for applications: **12 noon, Tuesday 5 December 2023**.

If you are successful at the application stage and invited to interview, interviews (virtual) will be held on 15, 18 and 20 December 2023.