

Senior Freedom of Information Case Adviser

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Company: UK Civil Service

Location: United Kingdom

Category: business-and-financial-operations

Job summary

If you're interested in making a difference to people's lives, the Treasury can offer you an exciting opportunity to influence decision making that affects the whole of the UK.

Working at the heart of government, we collaborate across government to promote responsible public spending and drive strong and sustainable economic growth.

Our work ranges from protecting customers through the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, to promoting British trade around the world and supporting people across the country on jobs, growth and more.

HM Treasury is proud of a diverse and inclusive work environment, committed to fairness and the promotion of equality of opportunity for all. We know that having a range of experiences, ways of working and thinking makes us stronger and better at developing policy that reflects the needs of every community. We embrace different views and experiences and value the new perspective that people from a variety of circumstances bring to the work we do. We welcome applications from candidates who have not previously worked for the Civil Service, mid- and late-career changers with transferrable skills, people from all backgrounds and circumstances regardless of disability, gender, age ethnicity, LGBT+ identity and socio-economic status.

We are part of the , a pioneering new cross-government hub which brings people together to play an active role in the most important issues of the day whilst working closer to the communities we serve. The campus provides the opportunity for people from all over the UK to help shape the future of the country, and our flexible working practices ensure you

can collaborate effectively with our partners. It's central government, made more accessible to you!

Job description

About the Group

Corporate Centre

The Corporate Centre Group delivers a wide range of corporate services to enable people at HM Treasury and many of the other organisations who form part of the Treasury Group (including the Government Internal Audit Agency and the Debt Management Office) to operate effectively and efficiently. We are a diverse group, both in terms of our professions and in our ways of working. Our colleagues are based across 3 sites in London, Darlington and Norwich.

The Corporate Centre Group consists of a range of teams and is led by two directors (one of Finance and one of Operations);

Correspondence and Information Rights

Finance & Commercial

People & Capability

Diversity, Inclusion & Belonging

Treasury Business Solutions

Multisite Darlington Economic Campus team

Exchequer Funds & Accounts team

About the Team

The Correspondence and Information Rights Team (CIRT) consists of:

The Information Rights Unit (IRU) which consists of the Freedom of Information Team who deal with requests for recorded information and the Data Protection team who oversee all data subject access requests and advise on data protection across HMT.

The Correspondence and Enquiries Unit (CEU), who handle correspondence from the public and Members of Parliament.

The CIRT Technology Team oversee our technology improvement plans, run our case

management system and provide day to day management information in relation to our casework performance.

◆ This role sits in the Freedom of Information Team within the Information Rights Unit.

◆ We◆re a friendly team based across London, Norwich and Darlington, and we encourage people from different ages, experiences, and backgrounds.◆

About the role

We◆re looking for a senior caseworker (subject matter expert) who has the experience and ability to deal with complex information requests, to be the Treasury lead contact to the Information Commissioners Office (ICO) on cases they◆re investigating and manage lawyers to coordinate HM Treasury◆s responses to First Tier Tribunal (FTT) casework. This post offers a fantastic opportunity to work with and influence Senior Civil Servants, Ministerial and Perm Sec offices, No10 and Special Advisers and obtain the stretch and development for onward progression to Grade 7.

Sitting at the heart of Government policymaking, the Treasury receives a diverse range of FOI requests. In addition to leading complex casework, you◆ll have line management of 3 HEO caseworkers, overseeing their performance and ensuring their casework is of the highest quality.

As the senior caseworker you◆ll have the autonomy and flexibility to make business critical decisions on behalf of the Treasury, which impact its medium to long term goals. Acting as a FOI subject matter expert, you◆ll establish and maintain confidence amongst senior stakeholders and the public in our FOI service, ensuring your team provides clear and persuasive advice that can be trusted and takes account of political sensitives.

As part of our wider technology transformation programme, you◆ll lead improvements to the FOI process, particularly improvements to the timeliness of our internal review responses.

This is an exciting area of work ◆ where the change you◆ll deliver will have a significant impact and long-lasting benefits for the Treasury.

Accountabilities:

- 1.◆◆◆ Provide visible leadership to motivate your casework team to achieve business priorities, ensuring they◆re equipped to provide expert and trusted FOI handling advice.
- 2.◆◆◆ Improve HM Treasury◆s timeliness performance for internal reviews.
- 3.◆◆◆ Transform and streamline processes and ensure new ways of working are

successfully embedded in the team.

4. Lead our most complex casework working with senior stakeholders and engaging directly with the ICO and lawyers acting for us at FTT stage.

Candidate Drop-In Session

We will be running a candidate drop-in session for this role to give you greater insight about the role as well as the chance to learn more about HM Treasury and the recruitment process. If you would like to join us, then use the appropriate link below to join the call at the right time.

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact or

Person specification

About your application

We are looking for the below skills, experience and behaviours and we will ask you to demonstrate these in your application form. Please review the Candidate FAQ document that is attached to the advert for guidance on how to complete your application form.

- Experience of complex FOI casework and internal reviews. (Experience)
- Ability to successfully lead a team. (Leadership)
- Ability to deliver a high quality, efficient and cost-effective service that balances legal requirements against the needs of stakeholders. (Managing a Quality Service)

The **lead criterion** is: Experience of complex FOI casework and internal reviews. (Experience)

If we receive large volumes of applications, we will conduct an initial sift on the lead criterion only.



Behaviours

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

Delivering at Pace

Leadership

Managing a Quality Service

We only ask for evidence of these behaviours on your application form:

Leadership

Managing a Quality Service

Benefits

Alongside your salary of £39,500, HM Treasury contributes £10,665 towards you being a member of the Civil Service Defined Benefit Pension scheme.

25 days annual leave (rising to 30 after 5 years), plus 8 public holidays and the King's birthday (unless you have a legacy arrangement as an existing Civil Servant)

Flexible working patterns (part-time, job-share, condensed hours)

Generous parental and adoption leave package.

A which provides an attractive pension, benefits for dependants and average employer contributions of 27%

Onsite restaurant and coffee bar. The London office also offers a gym, showers and prayer room

Access to a cycle-to-work salary sacrifice scheme, season ticket advances and payroll giving

Access to a retail discounts and cashback site

A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes

A range of active staff networks, based around interests (analysts, music society, sports and social club) and diversity (women in the Treasury, ethnic minority network, LGBT* network, faith and belief network)

Flexible Working Arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; part-time, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees the flexibility to adjust their working patterns throughout the week which is subject to operational needs and line management approval.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of

backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff can realize their potential and achieve a healthy work-life balance.💎

HM Treasury operates an office based working approach across all Treasury sites - Darlington, London, and Norwich, and along with the rest of the Civil Service, has an expectation of a minimum of 60% attendance in the office, along with working remotely. This blended working approach allows you to work collaboratively, meet stakeholders face to face, support others and promotes a healthy work life balance (please be aware that this role can only be worked in the UK and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone💎s circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review. All our offices have been recently modernised and designed to collaborate and connect with colleagues as well as desk and quiet space to allow a range of ways to work.

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