

**INFORMATION ACCESS OFFICER**

**Salary £20,092 - £24,982 (depending on qualifications and experience)**

**Location – flexible**

**Contract - permanent**

We are looking for an Information Access Officer to support our public sector clients to manage and respond to Freedom of Information and Subject Access requests. This role sits within Veritau’s information governance team.

You will assist in the delivery of high quality services to our clients. The role includes providing advice and guidance to clients, coordinating responses, updating systems and preparing reports. You will also regularly communicate with those people and organisations requesting information.

Candidates should have administrative experience, preferably gained within the public sector. Experience of handling Freedom of Information and Subject Access requests would be an advantage but training will be provided if required.

We’re looking for applicants who can manage their own time, develop good working relationships with clients, and have good organisational and communication skills.

The package includes membership of a generous pension scheme and 22 days annual leave plus bank holidays, rising to 25 days after two years of service.

We also offer flexible working arrangements which allow you to work at home and at times to suit you as far as possible.

Closing date 15 August 21 Interviews week commencing 30th August 21

To find out more about our current vacancies, and apply using the Veritau online application, please visit [**www.veritau.co.uk/careers**](http://www.veritau.co.uk/careers)**.**  If you require any documentation in a different format, please email us at recruitment@veritau.co.uk.