

Freedom of Information Officer (Policy and Information)

Fixed Term Appointment, 12 months

The Scottish Information Commissioner enforces and promotes freedom of information (FOI) law. You will join a team that provides support to the Commissioner to fulfil his duties to promote FOI rights and FOI good practice. We support the Commissioner to:

- engage with key stakeholders and decision makers (including the Scottish Parliament and the Scottish Government)
- share widely the learning from our enforcement work
- develop best practice in access to information held by Scottish public authorities.

This is an exciting time to join the team. Our work is interesting and varied and involves regular contact with the public, public authorities, journalists and non-governmental organisations.

You'll bring:

- Work experience in a relevant discipline
- Excellent writing, communication and presentational 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.
- Inclusive and supportive team culture.
- Strong leadership and management support.
- Comprehensive onboarding and induction programme.
- Competitive salary £45,428 (gross p.a.) FTE, on a scale rising to £54,166 (gross p.a.) FTE
- Work location in St Andrews, Fife but some 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 **noon on Friday 27 March 2026**. 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.foi.scot/freedom-information-officer-policy-information-team

Or contact us:

Email: recruitment@foi.scot

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

KY16 9DS

Closing date for applications: **Noon on Friday 27 March 2026**

Interview Dates: **Week commencing 13 April 2026** (Held at our address above)