



17 January 2025

**Our Ref:** FOI 428

Dear

**Freedom of Information Act 2000  
Information in relation to Recruitment Process for Band 7 EOI Posts in Acute  
Mental Health Occupational Therapy**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 13 December 2024. Please accept my apologies for the delay in responding to your request. Thank you for your understanding and forbearance.

A response to each of the questions raised has been provided by the Primary Care & Older Peoples Services Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital ([informationgovernance@setrust.hscni.net](mailto:informationgovernance@setrust.hscni.net)) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**Rebecca Manning**  
Information Governance Officer

**Q1. I would be keen to have information regarding the recruitment process for band 7 EOI posts in acute mental health occupational therapy - namely criteria for same, means of advertising, length of EOI and process being followed to extend same and process followed to fulfil these posts permanently?**

A1. The recruitment process for a band 7 Expression of Interest (EOI) within Mental Health Occupational Therapy is as per the following:

- Agreement would be made with operational manager that EOI is required.
- A Job description would be attached to the EOI template.
- The EOI template would then be circulated through directorate channels.
- Applicant would seek permission from their line manager to apply for EOI.
- Applications are shortlisted against the criteria.
- Where there is more than one candidate then an interview would be set up to rank the applicants.
- Opportunity is then offered to the successful highest ranking individual.
- If only one person is interested then the recruiting manager has a professional conversation with the individual before decision to offer the EOI.