

Information Governance

2 November 2017

Our Ref: RFI 21573

Dear

**Freedom of Information Act 2000
Information in Relation to Job Descriptions for Waste, Environmental &
Energy Management posts and Health and Safety**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 5 October 2017.

A response to each of the questions raised has been provided by the Finance and Estates Directorate and is attached in Appendix A.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

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

**Laura Algie
Senior Manager
Risk Management and Governance Directorate**

Under the FOI/EIR Regulations I would like to request copies of the Job Descriptions (including Agenda for Change banding) for all staff working in the following areas of your organisation:

Waste Management

Please see enclosed Job Description and Personnel specification for Waste & Recycling Manager, Band 7.

*Environmental Management
Energy Management*

Please see enclosed Job Description and Personnel specification for Energy & Sustainability Manager, Band 7. This covers both Environmental Management and Energy Management.

Health and Safety

Please see enclosed Job Description and Personnel specification for Health & Safety Adviser role, Band 7.