

20 August 2019

**Our Ref:** RFI 30049

Dear

**Freedom of Information Act 2000  
Information in Relation to Job Descriptions and Banding for Litigation  
Manager and Litigation Assistant**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 29 July 2019.

A response to the question raised has been provided by the Human Resources and Corporate Affairs 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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**Jane McCormick**  
**Information Governance Assistant**

**Q1. Please could you provide me with the job description and banding information for your litigation Manager/s and litigation Assistant/s?**

- A1. Please find attached in your covering email –
- a) Appendix I – Band 5 Job Description for Litigation Services Manager. Please note that the banding is included in the job description.
  - b) Appendix II – Band 4 Job Description for Litigation Services Assistant. Please note that the banding is included in the job description.