

## **FOI 0119/2023 Response**

### **Request**

Can you please provide the following information:

1. Job descriptions and Bands for Records management department staff  
2. Job descriptions and Bands for Access to Records department staff  
3. Job descriptions and Bands for Information Governance department staff. Can you also please provide a structure for these teams and how many staff you employ in each team?

### **Response**

Please see the attachments for the requested job descriptions and structure chart.

The requested banding is noted below:

**\*\*Note:**

- The job descriptions have been redacted as we do not routinely release staff members personal information. The Trust rely on exemption Section 40 of the Freedom of Information Act 2000 .
- The Trust's Care Record Team facilitate records management and access to records request.

Care Records Team banding:

- Band 2 – Document Administrator
- Band 2 – Document Quality Assurance Clerk
- Band 3 – Records Assistant
- Band 3 – SAR Assistant
- Band 3 – ILR Assistant
- Band 4 – Records Officer
- Band 4 – SAR Officer
- Band 4 – ILR Officer
- Band 5 – Senior Requests Officer
- Band 6 – Records Management Co-ordinator
- Band 6 – Deputy Head of Records
- Band 8a – Head of Care Records and Clinical Coding

Information Governance Team

Please see the attachments for the requested job descriptions and structure chart.

The requested banding is noted below:

**\*\* Note:** The Information Governance Team consists of 3.4 WTE staff members whose role is solely related to Information Governance.

There are 3 staff members in the Information Governance Team who report to the Associate Director of Performance and Information who reports to, the Director of Finance / Senior Information Risk Officer (SIRO).

- Band 4 - Information Governance & Freedom of Information (FOI) Administrator
- Band 5 - Information Governance Officer
- Band 8b – Head of Information Governance and Data Protection Officer