

Freedom of Information request 230-18

Request

Under the terms of FOISA, I would like to request the following information:-

1. Copies of job descriptions/ person specifications for all current posts within public relations/ communications/ media within your organisation.
2. A full breakdown of all staff employed within these departments, specifically including job titles and AFC bands.

Response

Please find below job descriptions for the NHS Borders Communications Team who work closely with a range of external stakeholders, media organisations, patients and public on behalf of NHS Borders. Information on the job titles and AFC bands are included in the job descriptions:

- Communications Manager
- Communications Officer
- Communications Assistant
- Freedom of Information Coordinator
- Web Coordinator



JD Comms Manager
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JOB DESCRIPTION -
Communications Offic



JOB DESCRIPTION -
Comms Assistant FIN.



JOB DECSRIPTION -
FOI Coordinator FINA



JOB DESCRIPTION -
Web Coordinator FIN

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **230-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.

