



Trust Headquarters
Nexus House
4 Gatwick Road
Crawley
West Sussex
RH10 9BG

Internal Ref: 250119
Email:

Dear,

Tel: 0300 123 0999
www.secamb.nhs.uk

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

Please accept the Trust's apologies for the delay and inconvenience you have experienced regarding your FOIA request.

FOI Request

You asked us:

The digital directorate is recruiting a Head of Digital Delivery as a contractor.

I am looking for the job description. If this exists, it likely will have been sent to agencies.

If a job description does not yet exist, I am looking for a list of requirements that will have been sent to an agency covering what the Trust wants from that role.

I do not require the latter, if a job description is available.

Please also provide details on the reporting lines into and out of this role.

I understand the Trust has already sought advice from agencies on recruiting to this role, so my expectation is that the role job description will have been shared.

Formal Response

The Trust confirms it holds the information you requested.

The Trust has disclosed the draft job description for the 'Head of Digital Delivery', including reporting lines, as requested. This can be found in the attached document:

FOI 250119 - Head of Digital Delivery & Deputy Director JD



Please note this document was compiled for a substantive role, but this role was never approved into a substantive Trust directorate structure.

The structure of the Trust's Digital directorate is not yet finalised; therefore, the draft role profile is provided to fulfil the FOI request but should not be construed as a confirmation of the future directorate structure.

Next steps

We publish a variety of information which may assist future enquiries relating to our service on our website – www.secamb.nhs.uk.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: FOI@secamb.nhs.uk

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer. We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the [Information Commissioner's Office](http://www.ico.org.uk/foicomplaints) (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints.

Alternatively, the ICO's postal address is:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust



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Chair: Michael Whitehouse CEO: Simon Weldon