

26 June 2015

## FREEDOM OF INFORMATION REQUEST

**Request No:** AD-IG-01(2)-2015-63  
**Key Word:** Agenda for Change  
**Subject:** Job Match Documentation

**Request:**                   **Date Received:**                   03/06/2015  
                                  **Monitoring Date:**                   04/06/2015

Thank you for your request for information received on 3 June 2015 and which was dealt with under the terms of the Freedom of Information Act 2000. We would also inform you that Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and which is detailed below.

### **Question 1**

Request for job match documentation completed under the Agenda for Change process for the role of Receptionist.

### **Answer 1**

Please find enclosed the relevant job match documentation completed under the Agenda for Change process for the role of the Receptionist. A copy of the job description, comment sheet and panel notes have also been enclosed for you ease. This information was sourced from the HR and Corporate Services Directorate.

I hope the above fully assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to the Finance and ICT Director, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, carried out by an independent decision maker, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.

You can write to the Information Commissioner at:

**Website:**                   [ni@ico.org.uk](mailto:ni@ico.org.uk)



**Post:** Information Commissioner's Office, Wycliffe House, Water Lane,  
Wilmslow, CHESHIRE SK9 5AF  
**Telephone:** 028 9027 8757 or 0303 123 1114 (Belfast based Office)

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion. Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <http://www.niamb.co.uk>.

Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

Yours sincerely

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**Alison Vitty (Miss)**  
**CORPORATE MANAGER**