

23 January 2026

**Belfast Health and Social Care Trust Estates Department,
for all roles at or above Band 8A.**

1. Details of any regrading / job evaluation requests in the past seven years.

- a) Procurement, Supplies and Contracts Management Divisional Manager – <5
- b) Estates Divisional Manager Operations - 6 posts
- c) Divisional Manager Risk & Environment – <5
- d) Estates Senior Projects Manager - less than 5
- e) Estates Manager Higher Level Specialist – Fire – <5
- f) Head of Estate Operations – less than 5

2 Copies of job descriptions and personnel specifications for each role associated with any regrading / job evaluation request in the past seven years, including the before / existing AND the after / new job description and personnel specification, and copies of scoring / grading assessments and outcomes for each role.

See available documentation attached. Please note in relation to posts of: Divisional Manager Risk & Environment, Estates Senior Projects Manager and Head of Estate Operations – these are currently in early stages of consideration, documentation not available for release at this stage

3 Confirmation of regrading / job evaluation requests accepted, rejected, or under consideration.

Per information above

4 Confirmation of the process followed for each regrading / job evaluation request.

- a) Procurement, Supplies and Contracts Management Divisional Manager was considered under the changed job process and the changed job review process.
- b) Estates Divisional Manager Operations was considered under the changed job process.
- c) Divisional Manager Risk & Environment - currently at initial stages of consideration.
- d) Estates Senior Projects Manager - currently at initial stages of consideration.
- e) Estates Manager Higher Level Specialist – Fire - considered under the changed job process.
- f) Head of Estate Operations – currently at initial stages of consideration.

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5 Details of how the Belfast Trust considered the wider impact of accepted regrading / job evaluation requests on the wider Estates Department in the Belfast Trust and the wider impact on other regional Trust Estates Departments.

- a) Under the Job Matching and Evaluation Protocol and upon review and sign-off, the Co-Director considers whether an application, from an individual or group, has the potential to apply to other staff within their area of responsibility. Furthermore, the Co-Director consults with local managers and local Trade Union representatives as appropriate.

6 Costs incurred per year per role for accepted regrading / job evaluation requests including and back dated pay award approved per role.

Pay scales and pension contributions are already available to the public and so under section 21 of the FOI Act, we do not have to supply this information. Information on salary and pension contributions can be found at: HSC Jobs - Search for Health and Social care Jobs in Northern Ireland - Formerly HSCRecruit – HSCNI Jobs

As information relating to costs of pay would be relevant to the individual, and the low number of posts referenced in this FOI could be deemed as releasing information that could be linked to an individual. This is withheld under Section 40(2) Personal Information. To provide this information could lead to identification of individual (s) which would contravene Data Protection Principle (a).

7 Confirmation of the grade / role responsible for approving each regrading / job evaluation request.

Under the Job Matching and Evaluation Protocol 2.6: It will be a matter for Trusts/Organisations to designate the Assistant Director/Head of Department and to decide who is deemed to be an appropriate level of line manager for this task. This will normally be determined by the relevant Senior Manager and as a rule of thumb, the manager signing off on JDs or JAQs should be the same manager who directs how and where the member of staff works and what duties they undertake i.e. they would be in a position where they would be drawing up the job description for the post. By way of example, in the case of a Band 2 post, a Band 4 first line direct manager may not undertake this task; rather it may fall to a Band 6 Team leader. 2.7: Assistant Director/Head of Department sign-off. Essential to the process is an assurance that the relevant Assistant Director/Head of Department is acknowledged as the accountable officer for the signing off process. It is recognised that the member of staff's manager has the best day to day knowledge of the job, but this needs to be authorised at Assistant Director/Head of Department level.