

04 June 2026

## Band 7 Positions

I would be grateful if you could provide copies of the current job descriptions and associated personnel specifications for the following Band 7 administrative posts within Belfast Trust:

- **Band 7 Administrator – Litigation Services (HR)**
- **Band 7 Administration Manager – Oncology & Haematology**
- **Band 7 Assistant Programme and Failsafe Manager – Diabetic Eye Screening Programme (Ophthalmology)**

If multiple versions of the job descriptions are currently in use, I would be grateful if the most recent approved version could be provided.

Response


Please find attached:

- **Band 7 Administrator – Litigation Services (HR)**

Please find attached the Belfast Trust **Band 8A- Legal Services Manager** Job Description which has recently been subject to a Job Evaluation with notification of banding to 8A from the HR Pay Modernisation Team on 04/03/2026.

This replaces the previous Band 7 JD that was in place in this area, up to that date.

- **Band 7\_Oncology & Haematology Administration Manager**

  
Band 7\_Oncology  
& Haematology Adn

- **Band 7\_DESP Deputy Programme & Failsafe Manager**

  
Band 7\_DESP  
Deputy Programme

The above two job descriptions are sourced from HR Recruitment records from when the post was initially advertised and may not be reflective of the role currently.