

Reference:	FOI.4259.20
Subject:	Job descriptions
Date of Request:	12 October 2020

Requested:

1. A copy of the job description referenced CAJE HD2018/0048.
2. A list by job title of all job descriptions approved on the 08/06/2020.

Response:

1. Hywel Dda University Health Board (UHB) provides a copy of the Senior Finance Business Partner job description, CAJE HD2018/0048 as requested, Attachment 1.
2. The UHB's Computer Aided Job Evaluation (CAJE) system is unable to accurately report the date a job description was approved, as this involves a series of manual tasks and so the actual approval date from which the Job Description may be used is not always reflective of the date recorded on the system. However, the UHB provides below, the job descriptions, that were marked as approved on CAJE on the date requested.
 - Assistant Director of Corporate Legal Services and Public Affairs
 - Specialist Perinatal Midwife
 - Corporate Governance Team Administrator
 - Community Phlebotomist

Please note, there may be other job descriptions approved on the date requested but were not updated in the CAJE system on the same day they were approved and cannot be backdated.