

James McNeel
request-110xxxxxxxxxxxxx@xxxxxxxxxxxxxxxxx.xxx

19 April 2012

Our Ref: FOI 2012/80 – F0202030

Dear Mr McNeel,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 21 March 2012 timed 09:28 hours, requesting the following information:

I believe that Gavin Lee, who was a member of the Student Lifecycle Project team, has been appointed to the post of Assistant Academic Policy Manager (Senate Office). Could you please tell me when this post was advertised and where? I am also interested to see a copy of the job description for this post. Can you also tell me how many people applied for this post?

University's Response

I believe that Gavin Lee, who was a member of the Student Lifecycle Project team, has been appointed to the post of Assistant Academic Policy Manager (Senate Office).

1. Could you please tell me when this post was advertised and where?

Gavin Lee was appointed through the Job Seekers Register.

To facilitate the redeployment process the University will use a Job Seekers' Register (JSR) to maintain the details of the affected members of staff. The JSR holds a wide range of standardised information on the members of staff to enable assessment of their suitability for interview and or appointment to redeployment opportunities in the University.

Further information in relation to the University's Job Seekers Register is located on the following URL:

<http://www.gla.ac.uk/services/humanresources/policies/p-z/redundancymgt/jsrindex/jsrguidelines/#d.en.74304>

2. I am also interested to see a copy of the job description for this post.

Please see **Appendix A** attached.

3. Can you also tell me how many people applied for this post?

As required by University policy, individuals registered on the University's Job Seekers Register would be automatically considered. There were therefore no applications received for this post and it was not necessary to proceed to advertisement stage in this instance.

Please see section headed 'Redeployment process' on the University's Job Seekers Register which is located on the following URL:

<http://www.gla.ac.uk/services/humanresources/policies/p-z/redundancymgt/jsrindex/jsrguidelines/#d.en.74304>

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<http://www.ipo.gov.uk/copy.htm>

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: xxx@xxx.xx.uk within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

Website www.itspublicknowledge.info

E-mail: enquiries@itspublicknowledge.info

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to

(<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/>)

All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office