

Paul Smith

Dear Mr Smith,

Freedom of Information (Scotland) Act 2002

Your request for information has been considered and the College response detailed below. Please note this information relates to Ayr College which merged with Kilmarnock College and James Watt College (North Ayrshire Campuses) on 1st August 2013 to form Ayrshire College.

1 A copy of the organisational chart is attached

2 Copies of the job descriptions for each of the roles detailed in the organisational chart are attached

3 The competencies for each of the roles are included in the attached job descriptions

4 Below is the information relating to the remuneration package for each post

Job Title	Gross Salary Range	Bonus/Merit Payments	Annual Leave	Superannuation Scheme
Assistant Principal, HR & Business Development	£70,000.00	N/A	30 days plus 12 public holidays	LGPS
HR Manager	£39,017- £42,889	N/A	30 days plus 12 public holidays	LGPS
Workforce Planning & Development Manager	£39,017- £42,889	N/A	30 days plus 12 public holidays	LGPS
HR Advisor	£24,547.00	N/A	22 days rising to 27 after 5 years' service plus 12 public holidays	LGPS
Workforce Planning & Development Advisor	£24,547.00	N/A	22 days rising to 27 after 5 years' service plus 12 public holidays	LGPS
Senior HR Assistant	£16,841 - £18,335	N/A	22 days rising to 27 after 5 years' service plus 12 public holidays	LGPS
Senior HR Assistant (Operations)	£16,841 - £18,335	N/A	22 days rising to 27 after 5 years' service plus 12 public holidays	LGPS

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Holehouse Rd
Kilmarnock, KA3 7AT
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk

5 The total HR staff cost is £254,756 which equates to a) 1.78% of institutional income and b) 2.54% of institutional payroll

6 There is a total HR budget of £330,000 which includes all college staff development (there is no separate staff development budget for HR staff).

7 There is no other institution-wide, centrally administered staff development budget. The process for allocating these funds is included in budget deliberations by SMT and Finance Committee of the Board of Management. The funds are accessed by line managers making application to the Assistant Principal, HR & Business Development.

There are 162 (121.9 FTE) academic staff and 184 (150.8 FTE) support staff.

If you are not satisfied with the handling of your enquiry, you may request a review under Section 20 of the Act by contacting Jim Wilson, Director of Finance at the Ayr Campus, address below.

If, following such review, the College does not resolve the complaint to your satisfaction or is unable to resolve the complaint, you have a right of appeal to the Scottish Information Commissioner, who oversees the implementation of the Act.

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
FIFE KY16 9DS
Email: enquiries@itspublicknowledge.info
Telephone: 01334 464610

Yours sincerely,



Carole Devoy
HR Manager