

Response to FOI 2306

Q. Please confirm the number of people employed by Human Resources Department within southern trust. Please indicate the job title of each employee e.g. director, assistant director etc.

If any member of the human resource department is employed on

a) a fixed term contract

b) a contract with no guaranteed hours

Notes:

- Figures include Core HR Teams only, i.e. Employee Relations, Equality, Diversity & Inclusion, Medical HR (exc. Medical Locums Admin), Resourcing (exc. Nurse Bank Admin), Workforce & Organisational Development (inc. Vocational Workforce Assessment Centre) and Workforce Information. Although Litigation, Occupational Health & Wellbeing, Medical Locums Admin, Nurse Bank Admin and Staff Side sit under HROD they have been excluded as they are not Core HR functions.
- Figures exclude staff on career break and seconded out of the Trust.
- Staff with Multiple Posts are counted more than once in this report.
- The Trust offers a range of different contracts which includes full-time, part-time, permanent, temporary and bank contracts. A number of people choose bank contracts for their personal work life balance, and a number of staff who hold permanent contracts with the Trust choose to also hold bank contracts.
- Please also note that due to the size and nature of health and social care services the Trust requires a flexible workforce to provide temporary cover as the need arises. The Trust has a number of staff with Bank Contracts, and those staff are offered work which they can accept or decline. It should be noted that Bank staff are regarded as permanent Trust employees, and their Terms and Conditions are governed by national AFC Terms & Conditions which we are obliged to adhere to.

Headcount & WTE of the Human Resources & Organisational Development Directorate by Job Description by Contract Type

Job Description	Permanent		Temporary (inc. Block Bookings)		Bank		Total	
	HC	WTE	HC	WTE	HC	WTE	HC	WTE
Admin & Clerical (3)	20	17.54	1	1.00			21	18.54
Admin & Clerical (4)	16	14.35					16	14.35
Admin & Clerical (5)	18	16.50			1	0.00	19	16.50
Admin & Clerical (6)	14	13.73	1	0.50	3	0.00	18	14.23
Admin & Clerical (7)	12	11.51	1	0.20	2	0.00	15	11.71
Admin & Clerical (8A)	5	4.96					5	4.96
Admin & Clerical (8B)	5	5.00					5	5.00
Admin & Clerical (8C)	2	2.00					2	2.00
Director	1	1.00					1	1.00
Intern			1	1.00			1	1.00
Midwife (6)			2	1.50			2	1.50
Nurse Manager (7)	1	1.00					1	1.00
Occupational Therapist (6)	1	0.50					1	0.50
Personal Secretary (3)	1	1.00					1	1.00
Physiotherapist (6)	1	0.50					1	0.50
Physiotherapist (7)	1	1.00					1	1.00
Social Care Manager (6)	1	1.00					1	1.00
Teacher/Trainer (6)	6	5.93	1	0.40			7	6.33
Teaching/Training Support (5)	2	1.30					2	1.30
Total	107	98.83	7	4.60	6	0.00	120	103.43