

22<sup>nd</sup> December 2010

**Our ref: R255**

**Freedom of Information Request – Senior Executive Team Job Descriptions and Person Specifications**

Thank you for your request dated 25<sup>th</sup> November 2010 made under the terms of the Freedom of Information Act 2000. Your request is:

*Under the Freedom of information Act, can you please provide me with full job descriptions (not summaries) Person Specifications and Departmental organisational charts for the following?*

- *Pam Alexander, Chief Executive*
- *Lee Amor, Executive Director, Enabling Infrastructure & Development*
- *Robert Crawford, Group Executive Director, Operations*
- *Oona Muirhead CBE, Group Executive Director, Strategy & Resources*
- *Susan Priest, Executive Director, Business Development*

Please find attached copies of extant Role Profiles for the Group Executive and Executive Director posts, which were last updated in June 2009. The job description is covered under the Purpose, Key Outputs and Key Performance Indicators sections with the Qualifications, Knowledge/Experience and Key Competencies information forming a person specification. You will appreciate that the focus of these roles have changed since the decision by the Government to close Regional Development Agencies by March 2012.

Please also find attached the full job description, including person specification, for SEEDA's Chief Executive and Accounting Officer. This has recently been updated to describe how the role has developed to address the closure of the Agency in 2012. The Chief Executive's current priority, as SEEDA's Accounting Officer, is to oversee the orderly run down of the Agency's business and closure of the Agency by March 2012.

A full organisational diagram showing all staff positions at 22<sup>nd</sup> October 2010 is publicly available from our website at:

[http://www.seeda.co.uk/documentbank/Organisational\\_Chart\\_221010.pdf](http://www.seeda.co.uk/documentbank/Organisational_Chart_221010.pdf)