

February 12th 2019

BY EMAIL

Chief Executive 2 Franklin Street **BELFAST** BT2 8DQ

Tel:

028 9536 3863

Email: FOI.BSO@hscni.net

Our Ref: FOI 968

Dear

Your request for information was received on October 26th 2018 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for a list of Band 6 and Band 4 posts advertised in the last four years.

I would like to apologise for the delays incurred in receiving this information and hope to assure you that appropriate steps have been taken to improve the quality of service received from the Corporate Services Office of BSO.

Please find this information, attached.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager, 2 Franklin Street. Belfast. BT2 8DQ

If, following an internal review, carried out by an independent decision making panel. you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk 0303 123 1113 Phone:

Email: casework@ico.org.uk

Providing Support to Health and Social Care



Post:

Information Commissioner's Office

3rd Floor, 14 Cromac Place

Belfast BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincefely,

Liam McIvor
Chief Executive

Req ID	Hierarchy Level	Requisition	Position	Position ID	Requisition Created Date	Requisition Received Date	Wait List Requisition	Organizational Unit	Requisition Status	Status Reason
	Administrative & Clerical	TRF BSO Senior Recruitment Officer Band 4	TRFSenior Recruitment Officer Band 4	70749369	29/11/2018	30/11/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	TRF BSO Senior Recruitment Officer Band 4	TRFSenior Recruitment Officer Band 4	70749368	29/11/2018	30/11/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51362576	Administrative & Clerical	TRF BSO Senior Recruitment Officer Band 4	TRFSenior Recruitment Officer Band 4	70748584	29/11/2018	03/12/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	HSCB Band 4 - Pharmacy Information Officer	Compass Supervisor	70084242	06/11/2017	17/11/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50955114	Administrative & Clerical	BSO Human Resources Officer - Band 4	HR officer	70083106	04/12/2017	04/12/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50882916	Administrative & Clerical	BSO Project Manager (ICT Projects) - 70083544	NIECR SYSTEM MANAGER	70083544	19/09/2017	12/10/2017	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO encompass PMO Admin B4	Administrative Officer	70749592	07/12/2018	18/12/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51393666	Administrative & Clerical	BSO_Pharmacy Information Officer (maternity cover), Band 4	Compass Supervisor	70084242	27/12/2018	31/12/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51412348	Administrative & Clerical	BSO_Resource Technician, Band 4	Resource technican	70083271	10/01/2019	24/01/2019	General Recruitment	Business Services Organisation	Released	Agency Worker
50652387	Administrative & Clerical	BSO_Procurement Officer - Band 4	Procurement Officer	70726303	20/02/2017	13/03/2017	General Recruitment	Business Services Organisation	Closed	Post no longer required
50770802	Administrative & Clerical	BSO Finance Officer Band 4	Finance Officer	70697432	25/05/2017	30/05/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50712894	Administrative & Clerical	BSO_Procurement Officer (Sourcing) Band 4	Procurement Officer Sourcing	70093378	05/04/2017	11/04/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50672268	Administrative & Clerical	BSO_Procurement Officer - Band 4 - Temporary	Procurement Officer Sourcing	70083853	06/03/2017	14/03/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50723180	Administrative & Clerical	BSO_Procurement Officer - Band 4	Procurement Officer	70726303	13/04/2017	13/04/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50488445	Administrative & Clerical	BSO_Band 4 Resource Technician (Business Systems)	ICT CONTRACTS ADMINISTRATOR	70083295	05/09/2016	07/09/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50494451	Administrative & Clerical	BSO_Business Support Office Band 4	Business Support Officer- Social Care	70720763	12/09/2016	12/09/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50516534	Administrative & Clerical	BSO_PaLS Procurement Officer Band 4	Procurement Officer Sourcing	70083853	05/10/2016	07/10/2016	General Recruitment	Business Services Organisation	Closed	Post no longer required
50583749	Administrative & Clerical	BSO_Internal Audit - Band 4	Auditor	70083125	08/12/2016	21/12/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50380677	Social Services	NHSCT_Residential Social Care Worker Band 4	Not assigned	#	09/05/2016	09/05/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50138626	Social Services	Waiting List for Residential Support Worker Band 4	Southern Trust Waiting List Recruitment	70707606	28/04/2015	01/09/2015	General Recruitment	Business Services Organisation	Closed	Post filled
50800684	Administrative & Clerical	BSO_FPS Payments Team Leader-Band 4	Dental Support Team Leader	70084198	23/06/2017	28/06/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50377603	Support Services	BSO CECS Warehouse/Transport Supervisor Band 4	CECS Warehouse/Transport Supervisor	70717406	05/05/2016	09/05/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50873632	Administrative & Clerical	BSO_Procurement Officer - Band 4	Procurement Officer	70726303	08/09/2017	13/09/2017	General Recruitment	Business Services Organisation	Closed	Post filled
51214758	Administrative & Clerical	BSO_Procurement Officer - Band 4	Procurement Officer Sourcing	70084160	07/08/2018	07/08/2018	General Recruitment	Business Services Organisation	Closed	Closed due to Re-advertisement
51246930	Administrative & Clerical	Copy of BSO_Procurement Officer - Band 4	Procurement Officer Sourcing	70084160	04/09/2018	04/09/2018	General Recruitment	Business Services Organisation	Closed	Post no longer required
50870173	Administrative & Clerical	BSO_Procurement Officer (Sourcing) - Permanent - Band 4	Procurement Officer (Sourcing)	70701591	05/09/2017	13/09/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50701530	Administrative & Clerical	BSO_Procurement Officer Band 4	Procurement Officer Sourcing	70717252	28/03/2017	28/03/2017	General Recruitment	Business Services Organisation	Closed	Closed due to Re-advertisement
50816395	Administrative & Clerical	BSO_Procurement Officer Sourcing (Social Care) Band 4	Procurement Officer Sourcing-Social Care	70729846	10/07/2017	04/08/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50995689	Administrative & Clerical	BSO Procurement Officer (Sourcing) - Band 4	Procurement Officer	70717790	22/01/2018	22/01/2018	General Recruitment	Business Services Organisation	Closed	Post filled
50885905	Administrative & Clerical	BSO_Auditor Band 4 - temporary	Auditor	70083134	22/09/2017	03/10/2017	General Recruitment	Business Services Organisation	Closed	Post no longer required
50652383	Administrative & Clerical	BSO_Procurement Officer Band 4	Procurement Officer Sourcing	70717252	20/02/2017	13/03/2017	General Recruitment	Business Services Organisation	Closed	Not assigned
50760503	Administrative & Clerical	BSO_Legal Assistant Band 4	Legal Assistant	70697668	17/05/2017	01/06/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50780092	Administrative & Clerical	BSO_Procurement Officer Band 4	Procurement Officer Sourcing	70717252	02/06/2017	02/06/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50684593	Administrative & Clerical	BSO_Receipt &Distribution Supervisor - Band - 4	Receipt & Distribution Supervisor	70083772	15/03/2017	20/03/2017	General Recruitment	Business Services Organisation	Closed	Post filled
51035408	Administrative & Clerical	_BSO_Procurement Officer Band 4 (Pharmacy)	Procurement Officer Boucher	70083700	20/02/2018	22/02/2018	General Recruitment	Business Services Organisation	Closed	Post filled
50561518	Administrative & Clerical	BSO Procurement Officer - Band 4	Procurement Officer Sourcing	70083608	15/11/2016	18/11/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50377678	Administrative & Clerical	BSO_CECS Office Supervisor Band 4	CECS Admin Supervisor	70717410	05/05/2016	09/05/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50360454	Administrative & Clerical	BSO Procurement Officer Band 4	Procurement Officer Operations	70083684	18/04/2016	22/04/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50672261	Support Services	BSO_Warehouse Operative/Driver CECS 4B Campsie	CECS Warehouse Operative/Driver	70717634	06/03/2017	20/03/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50511177	Support Services	BSO_Receipt & Distribution Supervisor Band 4	Receipt & Distribution Supervisor-Altngn	70083769	29/09/2016	05/10/2016	General Recruitment	Business Services Organisation	Closed	Post filled
51110613	Administrative & Clerical	BSO_BSI/BSF Project Officer (Band 4)	BSI/BSF Project Officer	70739959	01/05/2018	09/05/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51079277	Administrative & Clerical	BSO_Procurement Officer - Band 4	Procurement Officer Sourcing	70084160	29/03/2018	29/03/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO_Procurement Officer (Sourcing) Band 4	Procurement Officer Sourcing	70083863	11/05/2018	18/05/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	Business Support Officer, PALS Social Care, Band 4	Business Support Officer- Social Care	70720763	16/01/2018	01/02/2018	General Recruitment	Business Services Organisation	Closed	Post no longer required
51356773	Administrative & Clerical	BSO_Procurement Officer (Sourcing), Band 4	Procurement Officer (Sourcing)	70727876	26/11/2018	02/12/2018	General Recruitment	Business Services Organisation	Draft	Not assigned
	Administrative & Clerical	BSO Procurement Officer (Sourcing) - Band 4	Procurement Officer	70717790	18/10/2017	10/11/2017	General Recruitment	Business Services Organisation	Closed	No candidates successful at selection
	Administrative & Clerical	BSO_Procurement Officer Band 4 Operations	Procurement Officer L/Derry	70083647	20/02/2018	22/02/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO_Band 4 Procurement Officer Sourcing College Street	Procurement Officer Royal	70083858	22/03/2018	29/03/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO_PROCUREMENT OFFICER (SOURCING) Band 4	Procurement Officer Sourcing	70083693	25/10/2018	05/11/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO_Resource Technician (Business Systems) Band 4	Resource technican	70083271	30/07/2018	16/08/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	TRF BSO _Senior Recruitment Officer Band 4	TRFSenior Recruitment Officer Band 4	70749369	29/11/2018	30/11/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	TRF BSO _Senior Recruitment Officer Band 4	TRFSenior Recruitment Officer Band 4	70749368	29/11/2018	30/11/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	TRF BSO Senior Recruitment Officer Band 4	TRFSenior Recruitment Officer Band 4	70748584	29/11/2018	03/12/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51200246	Support Services	BSO_Warehouse Supervisor Marshalling/Despatch Band 4	Dispatch Senior Supervisor - Boucher	70083878	26/07/2018	06/08/2018	General Recruitment	Business Services Organisation	Closed	Post filled

Reg ID	Hierarchy Level	Requisition	Position	Requisition Created Date	Wait List Requisition	Organizational Unit	Requisition Status	Status Reason
50374654	Administrative & Clerical	BSO Procurement Manager Band 6	Procurement Manager Operations	03/05/2016	General Recruitment	Business Services Organisation	Closed	No candidates successful at selection
50432749	Nursing & Midwifery	NHSCT_Community Psychiatric Nurse Band 6	Not assigned	04/07/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50939404	Administrative & Clerical	BSO Governance and Risk Officer Band 6	Governance and Risk Officer	16/11/2017	General Recruitment	Business Services Organisation	Closed	Post filled
51421501	Administrative & Clerical	BSO_Procurement Manager (Sourcing) Band 6	Procurement Manager (Sourcing)	16/01/2019	General Recruitment	Business Services Organisation	Released	Agency Worker
50397810	Professional & Technical	SHSCT_Waiting list for Dietitian Band 6 - Paediatric & Commu	Not assigned	26/05/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50268491	Nursing & Midwifery	Regional Children's Nurse Band 5 Waiting List - AD 2 FEB 16	Not assigned	22/12/2015	General Recruitment	Business Services Organisation	Closed	Not assigned
50397190	Nursing & Midwifery	SHSCT_ Health Visitor Band 6	Not assigned	25/05/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50412773	Nursing & Midwifery	SHSCT_ Health Visitor Band 6	Not assigned	13/06/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50789006	Administrative & Clerical	BSO Procurement Manager - Band 6	Procurement Manager Sourcing	12/06/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50491896	Administrative & Clerical	BSO_Procurement Manager Band 6	Procurement Manager Operations	08/09/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50399195	Nursing & Midwifery	BSHCT_Community Psychiatric Nurse Band 6	Not assigned	27/05/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50380623	Social Services	NHSCT_Waiting List for Residential Social Worker Band 6	Not assigned	09/05/2016	General Recruitment	Business Services Organisation	Closed	Post filled
51371225	Administrative & Clerical	BSO Human Resource Adviser Band 6	TRF Human Resources Adviser	06/12/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
50804313	Administrative & Clerical	BSO Procurement Manager Sourcing (Social Care) Band 6 (2 POS	Procurement Manager Sourcing-Social Care	28/06/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50295186	Social Services	SHSCT_Bank Social Worker Band 5/6	Not assigned	29/01/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
51363690	Administrative & Clerical	BSO_Client Reporting Accountant - Maternity Cover, Band 6	Client Reporting Accountant	30/11/2018	General Recruitment	Business Services Organisation	Closed	No candidates successful at selection
50693452	Administrative & Clerical	BSO Information Analyst Quality Assurance Band 6	Information Analyst Quality Assurance	21/03/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50638734	Administrative & Clerical	BSO_Band 6 Audit Supervisor	Audit Supervisor	08/02/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50672269	Administrative & Clerical	BSO_Procurement Manager (Sourcing) Temporary Band 6	Procurement Manager Sourcing	06/03/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50998490	Administrative & Clerical	Band 6 - Audit Supervisor - Armagh	Audit Supervisor	23/01/2018	General Recruitment	Business Services Organisation	Closed	Post no longer required
51172952	Administrative & Clerical	BSO_Procurement Manager (Sourcing) Band 6	Procurement Manager (Sourcing)	29/06/2018	General Recruitment	Business Services Organisation	Closed	Closed due to Re-advertisement
51005081	Administrative & Clerical	BSO_Procurement Manager Sourcing Band 6	Senior Team Leader L/Derry	29/01/2018	General Recruitment	Business Services Organisation	Closed	Post no longer required
50645012	Administrative & Clerical	BSO_Temporary HR Advisor Band 6	HR Manager	13/02/2017	General Recruitment	Business Services Organisation	Closed	Post filled
51165295	Administrative & Clerical	BSO_Information & Data Analyst, Band 6	Information and Data Analyst	22/06/2018	General Recruitment	Business Services Organisation	Closed	Closed due to Re-advertisement
50693453	Administrative & Clerical	BSO Information Analyst Quality Assurance Band 6	Information Analyst Quality Assurance	21/03/2017	General Recruitment	Business Services Organisation	Closed	Post filled
50839006	Administrative & Clerical	BSO_Procurement Manager (Sourcing) Band 6	Procurement Manager (Sourcing)	04/08/2017	General Recruitment	Business Services Organisation	Closed	Closed due to Re-advertisement
51231903	Administrative & Clerical	BSO_Procurement Manager (Operations) Band 6	Procurement Manager Operations	21/08/2018	General Recruitment	Business Services Organisation	Closed	No candidates successful at selection
50421954	Administrative & Clerical	BSO Management Accounts Band 6	Management Accountant	22/06/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50428790	Administrative & Clerical	BSO Audit Supervisor Band 6	Audit Supervisor	29/06/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50452156	Administrative & Clerical	BSO Fraud Investigator Band 6	INVESTIGATOR	28/07/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50377676	Administrative & Clerical	BSO_Community Equipment & Continence Service Manager B6	CECS Manager	05/05/2016	General Recruitment	Business Services Organisation	Closed	Post filled
50414415	Administrative & Clerical	BSO _Senior Human Resources Information Adviser B6	Senior HR Information Advisor	14/06/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
50415571	Administrative & Clerical	Solicitor Band 6	Solicitor	15/06/2016	General Recruitment	Business Services Organisation	Closed	Not assigned
51348880	Administrative & Clerical	BSO Band 6 Solicitor	Solicitor	20/11/2018	General Recruitment	Business Services Organisation	On Hold	Pending Creation/replenishment of W/L
51348941	Administrative & Clerical	BSO Band 6 Solicitor	Solicitor	20/11/2018	General Recruitment	Business Services Organisation	On Hold	Pending Creation/replenishment of W/L
51344685	Administrative & Clerical	BSO_Solicitor Band 6	Solicitor	16/11/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51314808	Administrative & Clerical	BSO_PROCUREMENT MANAGER (OPERATIONS) BAND 6	Procurement Manager Operations	25/10/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51219549	Administrative & Clerical	BSO_Counter Fraud Investigator Band 6	INVESTIGATOR	10/08/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51313971	Administrative & Clerical	BSO_Audit Supervisor Belfast - Maternity Cover Band 6	Audit Supervisor	24/10/2018	General Recruitment	Business Services Organisation	On Hold	Unable to fill from recruitment process
51385317	Administrative & Clerical	BSO Customer Care and Performance Officer Band 6	Customer Care and Performance Officer	18/12/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51366465	Administrative & Clerical	BSO encompass Band 6 PMO Manager	PMO Manager	03/12/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
51076889	Administrative & Clerical	BSO_Procurement Compliance Manager Band 6	Procurement Compliance Manager	27/03/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51201023	Administrative & Clerical	BSO_Procurement Manager Band 6	Procurement Manager Operations	26/07/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51093215	Administrative & Clerical	BSO_Solicitor Band 6	Solicitor	12/04/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO_Procurement Manager (Sourcing) Band 6	Procurement Manager (Sourcing)	09/07/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51139528	Administrative & Clerical	BSO_Band 6 Development Team Leader (Integration Team)	Development Team Leader (Integration)	30/05/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51137979	Administrative & Clerical	BSO_Management Accountant Band 6	Management Accountant	29/05/2018	General Recruitment	Business Services Organisation	Closed	Post filled
50321961	Administrative & Clerical	BSO Fraud Investigator Band 6	INVESTIGATOR	01/03/2016	General Recruitment	Business Services Organisation	Closed	Post filled
51273045		BSO_Information Governance Manager (Band 6)	Corporate Services Manager	25/09/2018	General Recruitment	Business Services Organisation	Released	Agency Worker
50929884	Administrative & Clerical	BSO_Band 6 Audit Supervisor	Audit Supervisor	06/11/2017	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO_Regional Development Officer Band 6 (Temporary)	Regional Development Officer	14/12/2017	General Recruitment	Business Services Organisation	Closed	Post no longer required
50834607	Administrative & Clerical	BSO_Procurement Manager Sourcing (Social Care) Band 6	Procurement Manager Sourcing-Social Care	01/08/2017	General Recruitment	Business Services Organisation	Closed	Post filled
51034584	Administrative & Clerical	BSO_Procurement Manager (Sourcing) Band 6	Procurement Manager (Sourcing)	20/02/2018	General Recruitment	Business Services Organisation	Closed	Other
51250990	Administrative & Clerical	BSO_Operations Team Leader GMS B6	Operation Team Leader E&S	07/09/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51291406	Administrative & Clerical	BSO_Band 6 Manager, Recruitment & Selection SSC - October 20	Governance, SI & Staff Engagement Mgr	08/10/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Administrative & Clerical	BSO Equality Business Coordinator Band 6	Equality Business Coordinator	26/09/2018	General Recruitment	Business Services Organisation	Closed	Post filled
51266375	Administrative & Clerical	BSO Information & Data Analyst, Band 6	Information and Data Analyst	20/09/2018	General Recruitment	Business Services Organisation	Closed	Post filled
	Nursing & Midwifery	BSO_RQF Trainer/Assessor (Band 6)	TRF RQF Trainer/Assessor	29/08/2018	General Recruitment	Business Services Organisation	Released	Agency Worker