

**Please could I request a copy of the following under the FOIA in relation to the current position Corporate Programme Director-**

**Job Description**

**Advert for Role**

**Date of interview**

**Number of candidates shortlisted for this role**

The Corporate Programme Director role is an interim position, established in July 2022 and due to end on 31<sup>st</sup> March 2023, to provide urgent and essential leadership to the COVID-19 Inquiry Programme, working to the Director of Corporate Governance. The role is currently occupied by an individual who was displaced from their substantive position and redeployed temporarily into this role given the priority of the Programme. There is no Job Description in place for this role, however key objectives of the role are as follows:

Supporting the Director of Corporate Governance, as SRO, with effective leadership and management of the COVID-19 Inquiry Team, with particular regard to:

- Workforce Planning, Recruitment and Team Management
- Liaising with Inquiry Legal Team on required matters
- Working with Inquiry Legal Team to co-ordinate witness statements and reflections
- Establishing effective processes for information requests, including Rule 9 requests, and appropriate disclosure
- Leading the completion of evidence gathering, cataloguing and retention
- Leading update reporting to Board and Executive Team.