

Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-032026-0002333

Date: 05.05.2026

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000.

For copies of any attachments please contact dgft.foi@nhs.net

1. Whether the Band 8a role was advertised internally and/or externally.

This was advertised internally

2. Copies of any job advertisements, including dates, duration, and platforms used.

Please note the position was advertised twice due to no suitable candidates being identified during the first round of recruitment.

Details as follows:

Round 1 - Advertised between 15th December 2025 and 4th January 2026 totalling 21 days. This was advertised internally, specifically ringfenced to staff in the IT departments across DGFT and SWBH. This was support team opportunities as part of the management of change (MoC) process.

Round 2 - Advertised between 22nd January 2026 and 5th February 2026 totalling 14 days. This was advertised internally within DGFT.

3. The recruitment process followed for this role, including whether it complied with the organisation's Recruitment and Selection Policy and Management of Change Policy.

Please see our Recruitment and Selection Policy attached. Yes the process was followed and complied.

4. Copies of the Recruitment and Selection Policy.

As per our response to question 3.

5. Details of any exemptions or provisions used to appoint to the role without open advertisement (e.g. ringfencing or slotting-in), including justification.

No formal exceptions were applied, beyond the agreed approach that posts linked to the MoC process would initially be advertised to staff within the affected teams across both the Dudley Group NHS Foundation Trust (DGFT) and Sandwell and West Birmingham NHS Trust (SWBH). This approach was taken to ensure that staff in both organisations had equitable access to available opportunities.

At the time of recruitment, both DGFT and SWBH had an active vacancy freeze in place, with external advertisement only permitted in exceptional circumstances. Restricting the initial

advert to those within scope of the MoC across both organisations enabled access to opportunities across the group, while remaining aligned to vacancy control measures. This approach was applied consistently across SWBH and other active MoC processes at the time. Where posts were not successfully filled through this initial stage, they would then be re-advertised within the relevant sovereign Trust.

6. The total number of applicants for the role, broken down by internal and external candidates. Also the total number of individuals interviewed broken down by internal and external status.
- 3 applications received across 2 rounds of recruitment, 3 people interviewed, all were internal.

7. Whether a formal interview process took place, where these were held and when.
- Initial interview took place on 13/01/2026 at our Russells Hall Hospital (RHH), face to face. The second interview was on 12/02/2026 RHH, also face to face.

8. The roles (job titles) of individuals who sat on the interview panel.
Round 1 - Head of Digital PMO, Associate Director of Digital Delivery and Digital Clinical EPMA Pharmacist
Round 2 - Head of Digital PMO, Senior Digital PM, and Digital Clinical EPMA Pharmacist

9. The scoring criteria used to assess candidates (e.g. interview scoring matrix or framework).
4 = Higher standard than required 3 = Competent 2 = Some knowledge/evidence 1 = Little expertise/evidence 0 = No expertise/evidence

10 The range of scores awarded to candidates (anonymised), including the highest and lowest scores.

Due to the low number of candidates to release this data could potentially enable the identification of the persons which could also match them to their personal interview information.

This would breach the Trusts obligations under Data Protection Act 2018. Accordingly, this aspect of your request is exempt from disclosure under the terms of Section 40(2) of the FOI Act. Personal information.

11. Whether the successful candidate met all essential criteria for the role, as defined in the person specification.
This is personal information about a candidate, and therefore exemption Section (40)2 of the FOI Act is applied.

Please note Freedom of Information responses are published on the Trust's external website for public viewing

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager
Trust Headquarters
Russell's Hall Hospital
Dudley
West Midlands
DY1 2HQ
Email: dgft.dpo@nhs.net

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House

FOI/REF FOI-

Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team
The Dudley Group NHS Foundation Trust