



14 March 2014

BY EMAIL

Ref: FOI 14-008

Dear 

Thank you for your request for information, received on 24 February 2014. You asked us the following questions:

“Under the FOI Act, can you please provide me with full departmental organisational charts for the Communications and Public Affairs Directorate and the following divisions that sit within it.

- 1) *Press Office*
- 2) *Public Affairs*
- 3) *Digital Communications & Projects*
- 4) *Internal Communications*
- 5) *Corporate Communications*

In addition to the above can you also provide me with full job descriptions and person specifications for all the positions that fall into the above divisions as well as for the Communications Director herself.”

The London Legacy Development Corporation (the Legacy Corporation) can confirm that they hold the information requested. The requested documentation has been attached as follows:

- Appendix 1: Communications & Public Affairs organisation chart
- Appendix 2: Director of Communications and Public Affairs role profile
- Appendix 3: Head of Corporate Communications role profile
- Appendix 4: Head of External Affairs role profile
- Appendix 5: Senior Communications Manager Transformation role profile
- Appendix 6: Senior Corporate Communications Manager role profile
- Appendix 7: Senior External Relations Manager role profile
- Appendix 8: Senior Media Manager role profile
- Appendix 9: Communications Executive role profile
- Appendix 10: Communications Officer role profile
- Appendix 11: Press Officer role profile
- Appendix 12: Public Affairs Officer
- Appendix 13: Intern

The organisation chart and the role profiles are accurate as of 3 March 2014. Please note that the organisation chart gives the position within the Communications and Public Affairs Directorate by job title only. The role profiles are also by job title only.

If you are unhappy with our response to your request and wish to make a complaint or request a review of our decision, you should write to:

Executive Director of Finance and Corporate Services
London Legacy Development Corporation
Level 10
1 Stratford Place
Montfichet Road
London
E20 1EJ

Please note: complaints and requests for internal review received more than two months after the initial decision will not be handled.

If you are not content with the outcome of the internal review, you may appeal directly to the Information Commissioner at the address given below. You should do this within two months of our final decision. There is no charge for making an appeal.

Further information on the Freedom of Information Act 2000 is available from the Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone 08456 30 60 60 or 01625 54 57 45

Website www.ico.gov.uk

Yours sincerely



FOI/EIR Co-ordinator
London Legacy Development Corporation