

16 May 2024

Your request for information under the Freedom of Information (Scotland) Act 2002 (“the Act”)

Thank you for your request for information, which was received by VisitScotland on 22 April 2024 at 12:36pm requesting the following information:

- 1. a list of all job titles currently appointed across your Policy and Communications teams, or equivalent.*
- 2. the salary band for each position covered in point 1.*
- 3. a copy of your salary banding document, pay structure, pay award or equivalent.*

VisitScotland’s response

Please see a table below containing the job titles for positions currently appointed within our Corporate Communications team, with a note of the grading for that position.

Position	Grading
Corporate Content Editor	Grade E
Corporate Content Executive	Grade C
Corporate Press Officer	Grade E
Corporate Press Officer - Glasgow	Grade E
Corporate Press Officer - Stirling	Grade E
Digital Product Owner .org - Selkirk	Grade H
Government & Parliamentary Affairs Executive	Grade E
Government & Parliamentary Affairs Manager	Grade I
Graduate - Corporate Communications	Non Graded
Head Of Corporate Communications	Grade K
Industry Communications Executive - Aberdeen	Grade E
Industry Communications Executive - Glasgow	Grade E
Industry Communications Executive - Selkirk	Grade E
Industry Communications Manager	Grade I
Internal Communications Executive	Grade E
Internal Communications Manager	Grade H
International Partnerships Manager	Grade H

Press Manager	Grade G
Press Manager - National	Grade G
Regional Industry Communication Manager	Grade G
Regional Press Officer - Aberdeen	Grade E
Senior Corporate Press & Social Media Manager	Grade I
Video Producer	Grade E

Our pay and grading table as at 1 April 2024 is as follows (figures in GBP (£)):-

Grade	Entry Point	Point 1	Point 2	Point 3 (Target Grade A)	Point 4	Target	Buffer Zone
A	24,259	24,909	25,128	25,346		25,346	28,515
B	25,900	26,256	26,611	26,964	27,319	27,674	31,383
C	28,804	29,308	29,812	30,316	30,820	31,324	35,526
D	31,324	31,788	32,252	32,716	33,180	33,641	39,891
E	33,677	34,477	35,277	36,077	36,877	37,522	44,252
F	37,747	38,617	39,487	40,358	41,227	41,664	48,510
G	41,664	42,710	43,757	45,018	45,833	46,628	55,405
H	46,628	47,561	48,949	50,338	51,726	53,115	63,738
I	54,165	56,162	58,157	60,153	62,148	64,143	75,507
J	65,481	67,714	69,893	72,021	74,149	76,276	89,178
K	76,493	78,693	80,894	83,094	85,295	87,494	103,713
L	109,942	112,484	115,024	117,566	120,106	122,648	
A Hourly Rate	13.28	13.63	13.75	13.87			

Your right to request a review

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording) to:

Mr Malcolm Roughead
 Chief Executive
 VisitScotland
 Waverley Court
 4 East Market Street
 Edinburgh
 EH8 8BG

Telephone: 0131 472 2201
 E-mail: malcolm.roughead@visitscotland.com

The request for a review should be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

If you are not satisfied with the result of the review, then you have the right to appeal to the Scottish Information Commissioner.

You can contact the Scottish Information Commissioner at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

Email: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.