

250423 (159) FOI Job Titles and Structure

From: [Freedom of Information](#)
To: [REDACTED]
Cc: [Freedom of Information](#)
Subject: FOI Request - Organisation and Employee Breakdown
Date: 23 April 2025 16:31:55
Attachments: [REDACTED]

Dear [REDACTED],

Thank you for your Freedom of Information request of 1 April 2025. We are responding to you under the Freedom of Information (Scotland) Act 2002.

FOI REQUEST (1 April 2025)

1. As of the start of each financial year from 2015-16 to 2025-26, a full breakdown of the workforce you directly employ. This should include job category, job title, and number (headcount of people with that job title).
 - a. A well-executed example of an answer to this question, in the form I am looking for, was provided here by the Scottish Government:
<https://www.gov.scot/publications/foi-202400439553/>
2. A breakdown of your organisational structure in the manner provided by the Scottish Government here: <https://www.gov.scot/publications/foi-202500452313/>
 - a. This should include a list of tiered subdivisions to the point where an 'atomic unit' is reached (i.e. a piece of your organisation which is not itself comprised of multiple sub-pieces as far as organisational structure is concerned)

FOI RESPONSE

Please find attached document in response to Question 1 and Question 2.

You have the right to request a review of the way in which this request has been processed. Should you wish to exercise this right, you will need to contact us within 40 working days of receipt of this email.

If you remain dissatisfied on completion of the review, you have the right to appeal to the Office of the Scottish Information Commissioner and thereafter to the Court of Session on a point of law only:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
www.foi.scot

or for online appeals:

www.foi.scot/appeal

Regards,

S0SE Corporate Relations Team

FOI@sose.scot



www.southofscotlandenterprise.com

Job title	Year					
	As at 31 March 2020	As at 31 March 2021	As at 31 March 2022	As at 31 March 2023	As at 31 March 2024	As at 31 March 2025
Analyst - Economic Research Insights			1	1		
Board and Committee Secretariat and Governance Support Officer		1	1	1		
Business Adviser - Business Gateway						3
Business Advisor					5	5
Business Assistant						2
Business Assistant - Business Gateway						1
Business Coach (Innovation and Entrepreneurship)			1	1	1	1
Business Coach (Women's Enterprises)			1	1	1	
Business Coach (Youth-led Enterprises)			1	1	1	1
Business Development Advisor			6	4		
Business Development Advisor, Business Gateway			3	3	3	
Business Development Assistant			2	2	2	
Business Development Assistant, Business Gateway			2	2	2	
Business Development Specialist		13	16	15	12	8
Business Reporting Manager			1	1	1	1
Business Specialist						2
Change Improvement Lead				1	1	
Chief Executive		1	1	1	1	1
Circular Economy Adviser				1	1	1
Communications & Marketing Manager	1	1	1	1		
Communications and Marketing Officer		2	2	2	2	2
Community Development Advisor		7	7	7	6	7
Community Development Specialist		6	6	6	5	4
Corporate Governance Lead		1	1	1	1	1
Corporate Support Administrator			1	1	1	1
Data Analyst			1	1	1	

Delivery Manager						1
Digital Development Specialist			1	1	1	1
Digital Media Officer		1	1	1	1	1
Director of Enabling Services	1	1	1			
Director of Finance	1	1	1			
Director of Finance and Corporate Resources				1		
Director of Net Zero			1	1		
Director of Net Zero, Nature and Entrepreneurship					1	1
Director of Operations		1	1			
Director of Place and Enterprise				1	1	1
Director of Strategy, Partnerships and Engagement	1	1	1	1	1	1
DPO, Governance and Assurance Manager			1	1		
Economic Infrastructure Development Project Manager		6	6	5	3	3
Economic Infrastructure Development Specialist		4	10	10	8	8
Economic Infrastructure Manager					2	
Enterprise and Business Manager					3	4
Enterprise Coordinator					1	1
Enterprising Communities Manager					2	2
Entrepreneurship Lead				1	1	1
Executive Assistant	2	5	7	6	6	6
Facilities & Office Services Manager	1	1	1	1		
Facilities, Health and Safety Manager					1	1
Fair Work and Equalities Manager			1	1	1	1
Fair Work Development Manager			1			
Finance Analyst					1	1
Finance Business Partner		2	1	2	2	2
Finance Manager		1				
Financial Accountant		1				
Financial Accounting and Services Manager			1	1		
Financial Accounting Assistant			1	1	1	1
Head of Agricultural Transition						1

Head of Agriculture and Forestry Transition					1	
Head of Area Operations		4	3	2		
Head of Change and Continuous Improvement						1
Head of Communications and Marketing					1	1
Head of Digital Development			1			
Head of Economic Infrastructure						2
Head of Economy and Insights			1	1	1	1
Head of Energy Transition					1	1
Head of Enterprise and Business					1	1
Head of Enterprising Communities				1	1	1
Head of Finance Services					1	1
Head of Governance and Assurance, Data Protection Officer					1	1
Head of Innovation and Entrepreneurship			1	1	1	1
Head of IT, Digital & Programme Management					1	1
Head of Natural Capital			1	1	1	1
Head of People					1	1
Head of Performance Measurement and Pipelines				1	1	1
Head of Performance, Measurement and Pipelines (Maternity Cover)					1	
Head of Procurement and Property					1	1
Head of Strategy, Planning and Partnerships			1	1	1	1
Head of Sustainability						1
HR Advisor		1	1			
HR Assistant					1	1
HR Business Partner				2	2	2
HR Manager	1	1	1	1		
Impact Lead					2	1
Information, Governance, Risk and Compliance Manager		1				
Innovation and Entrepreneurship Lead			1			
Interim Chief Executive	1					
Intern (Communications and Marketing)			1	1		
Intern (Net Zero)				2		

IT & Data Analyst Assistant					1	1
IT & Digital Manager	1	1	1	1		
IT Support Analyst		1	1	1	1	1
Lead Analyst - Economic Research Insights			1	1	1	1
Lead Data Analyst						1
Learning and Development Manager			1			
Learning and Skills - Strategy and Development Manager		1		1	1	1
Legal Executive		1	1	1	1	1
Marketing Officer				1	1	
Modern Apprentice			6	5		
Modern Apprentice - Economic Development						1
Modern Apprentice - Insights						1
Modern Apprentice - Net Zero						1
MySOSE Assistant						1
MySOSE Business Partner						1
Natural Capital Engagement Manager						1
Net Zero Energy Transition Programme Lead					1	1
Net Zero Implementation Lead - Energy Transition			1	1		
Net Zero Lead (Social Enterprise & Communities)			1			
Net Zero Programmes Lead				1		
Net Zero Strategy Lead				1	1	1
Net Zero Ventures Lead					1	1
Pathways Project Coordinator						1
Pathways Project Manager						1
Performance Measurement Manager					1	1
Pipeline Development Manager					1	1
Procurement and Property Manager			1	1		
Procurement Manager	1	1				
Procurement Specialist		1	1	1	1	1
Programme Manager		1		1	1	
Project Accountant				1	1	1

Records Management Executive					1	
Recruitment Manager		1				
Regional Land Use Partnership Project Manager			1			
Risk Assurance Officer			1	1	1	1
Secretariat Lead Officer - South of Scotland Regional Economic Partnership (REP)				1	1	1
Secretariat Support Officer - South of Scotland Regional Economic Partnership (REP)				1	1	1
Senior Marketing Officer					1	1
Strategic Lead for Food and Drink Supply Chain Transition						1
Strategy and Planning Manager		3				
Strategy Executive		2	1	2	1	1
Strategy Manager - Community Wealth Building			1	1	1	1
Strategy Manager - Cultural and Creative Capital			1	1	1	1
Strategy Manager - Infrastructure and Investment				1	1	1
Strategy Manager - Innovation				1	1	1
Strategy Manager - Inward Investment & International Trade			1	1		
Strategy Manager - Natural Resources				1	1	1
Strategy Manager - Research and Insights					1	1
Strategy Manager - Strategic Planning and Partnerships				1	1	1
Strategy Manager - Tourism			1	1	1	1
Support Staff		5	7	8	4	4
Support Staff Team Lead					1	1
Young Enterprise Coach						1
Youth and Employability Manager					1	1
Youth Programme Executive				1		
Grand Total	11	82	134	144	140	145

Directorate	Team
Finance and Corporate Resources	Procurement and Property
	People /HR
	Finance Services
	Change and Continuous Improvement
	IT, Digital and Programme Management
	Governance and Assurance, Data Protection, Legal
Net Zero, Nature and Entrepreneurship	Sustainability
	Natural Capital
	Innovation and Entrepreneurship
	Energy Transition
	Agricultural Transition
Place and Enterprise	Economic Infrastructure
	Enterprise and Business
	Enterprising Communities
	Performance Measurement and Pipelines
Strategy, Partnership and Engagement	Economy and Insights
	Strategy, Planning and Partnership
	Communications and Marketing