



## **NHS Grampian Modern Apprenticeship Programme 2018**

Modern Apprentice – Business Administration Band 2 (£16,132 - £18,503) - 2 year Training Contract

The Department of Radiology is inviting applications from enthusiastic candidates for the full-time post of Modern Apprentice (Business Administration).

The successful applicant must be able to work between 8.30am and 5pm Monday – Friday and will be required to commence full-time employment in March / April 2018. The postholder will have the opportunity to provide both reception and administration support throughout various X-Ray and Scanning units located on the Foresterhill Health Campus and Woodend Hospital, Aberdeen.

A condition of appointment to this 2 year Modern Apprenticeship post (Training Contract) will require the postholder to complete and achieve their SVQ Level 3 Business Administration (SCQF Level 7)

Applicants must possess the following qualifications at the time of application:

A minimum of 5 Standard grades at level 1,2 or 3 OR Intermediate 2 / National 5 grades at C in English, Maths and Human Biology (or Anatomy, Physiology & Health) + 2 other subjects

Applicants should also be able to demonstrate a high standard of communication and inter-personal skills as they will be required to interact in a mature and confidential manner with patients, staff and the general public on a regular basis

In line with Skills Development Scotland 'Developing the Young Workforce: Scotland's Youth Employment Strategy' – this post is open to 16-20 year olds only

Closing Date for Applications: Friday, 23rd February, 2018

Email for an Application Pack: [grampian.facilitiesld@nhs.net](mailto:grampian.facilitiesld@nhs.net)

Applicants should ensure that all sections (including the supporting statement) of their application form are fully completed.

Informal Enquiries:

Douglas Andrew (Learning & Development Manager/Apprenticeship Programmes Lead) on 01343 567304.