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**Mechanical & Electrical Engineering**
(Maintenance)

February 2024

**Introduction**

The current vacancy for the Modern Apprentice – Mechanical and / or Electrical Engineering (Maintenance) is open only to applicants aged 16 to 19 years.

This is because the funding attached to apprenticeship frameworks is limited to this age group and therefore we are unable to accept applications which do not meet this age criteria.

In order to apply you must already have / be in possession of a minimum of:

National 5 (or equivalent) qualifications in the following subjects at grade A or B;

* English
* Maths
* Physics
* Technological subject
* An additional subject of your choice

During your 4 year Modern Apprenticeship training programme you will be working towards achieving;

* a SVQ 2 in Performing Engineering Operations (SCQF Level 5)
* a SVQ Level 3 in either Mechanical or Electrical Engineering (Maintenance) (SCQF Level 6)
* a National Certificate in either Mechanical or Electrical Engineering (SCQF Level 6)

During the 4 year period, additional training will be provided as part of your statutory / mandatory or personal development training programme this may take the form of Asbestos, Working at Height, Confined Space, and Legionella etc

Shortlisting will include meeting the minimum educational qualifications for application along with evaluation of the Supporting Statement within your application form and the other requirements highlighted within the Person Specification

**What is a Modern Apprenticeship?**

Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A Modern Apprentice has the opportunity to be in paid employment and work towards obtaining several recognised vocational qualification at the same time.

**How long will it last?**

If successful with your application to join NHS Grampian, you will be employed on a 4 year Training Contract (Fixed Term). During your apprenticeship you are expected to attend regular reviews to discuss your progress and development needs, and are expected to adhere with the agreed training plan. This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves your competence in the job role.

**What will I be doing?**

A full outline of the job is provided in the job description, a copy of which is contained within your application pack. You will be expected to work under the direction and supervision of a qualified tradesman / technician at all times during years 1 – 3 whilst in year 4 of your apprenticeship training programme you will be expected to carry out minor tasks on your own.

**Will I be working to a Job Description?**

Yes. You will work to the Job Description linked to the Modern Apprenticeship – Mechanical / Electrical Engineering (Maintenance) with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined (contained within the pack). You would not be expected to perform to the level expected as a final year Apprentice on appointment.

You will also receive a NHS Knowledge & Skills Framework Post Outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

Performing a wide range of work and core skills, will include assisting qualified / trained Tradesmen in minor electrical and mechanical installation works, safe servicing and maintenance of steam, condense, hot water systems, valves and controls and some / all of the following duties - appropriate to the specific Apprentice role:

This may include the repair and maintenance of:

* a range of domestic electrical & mechanical equipment
* kitchen / catering equipment
* heating / ventilation systems / controls to include motor circuits (single and 3 phase)
* fixed ward equipment
* site lighting (internal and external)
* steam boilers and associated plant and controls
* sterilising equipment and associated machinery
* laundry equipment (mechanical / electrical / control)

**Note:**

The above list of duties is not comprehensive, but should be regarded as indicative of the range of work expected of a Modern Apprentice within the Maintenance team.

**Where will I be working?**

Throughout your 4 year training programme your base will primarily be within the Maintenance Workshop, Aberdeen Royal Infirmary. However, as part of your apprenticeship training you will be required to work at different workshops across the NHS Grampian locality. This will include working at Woodend and Royal Cornhill Hospital/s, Aberdeen and Dr Gray’s Hospital, Elgin. A unique part of your training programme will also include you completing a placement with one of our main external contractors where you will be able to gain additional installation experience.

**Travelling to work**

If you are a car driver you may be able to apply for a ‘staff parking permit’ depending on meeting strict criteria which will allow you to park in designated areas on the Aberdeen Royal Infirmary site – although this application process is lengthy and a permit may not be issued to applicants in the short-term. This application can only be submitted once you have commenced your training.

Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

**What hours will I work?**

This is a full‐time job which is based on working 37.5 hours per week over 5 days per week. If ‘workplace’ based this will normally involve you working 8am – 4pm Monday – Thursday and either 8am – 4pm or 7.30am – 3.30pm on a Friday.

These times may differ depending on which workshop / hospital you will be working at,

There may also be a requirement for you to work additional hours to those stated if there is a requirement to do so. This may involve working a small amount of over-time from time-to-time or you may also be asked to work on a Saturday or Sunday depending on the needs of the service.

When you are required to attend College or other training provider location you will be required to attend the times stated by the appropriate provider. This is normally 8.15am – 4pm. As our service operates 365 days per year, you may / will be expected to work on some public holidays. Although this is unlikely, your Supervisor or Line Manager will speak with you if this is required.

**What type of patients would I be working with?**

Due to the type of services we provide, you will be required to access patient areas under the supervision and guidance of a qualified tradesman’ so that you are able to carry out your duties efficiently.

Depending on where you will be based you will be required to work at different healthcare locations which deal with out-patients, in-patients, maternity, paediatrics, mental health, elderly and general adult acute services.

**What will I be paid?**

Yes. NHS Grampian is a Living Wage Employer and this apprenticeship will pay you approx. **£25,468 - £27,486 per year AfC Band 3 (Annex 21 – pro-rata %)** – please see the % of this amount paid further in the application pack

**What is a Modern Apprenticeship Framework and where does an SVQ fit in?**

A Modern Apprenticeship Framework is a document that describes the minimum standards of competence defined by employers for a given role. Frameworks identify relevant SVQs (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required. There are more than 70 different Modern Apprenticeship Frameworks which have been developed in Scotland.

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of units, each one of which describes an aspect of the job. You are expected to work your way through all of the relevant units identified for your job role (with the guidance of a training provider).

There are no exams involved in a SVQ, staff are assessed in both their workplace and at their training provider’s training centre using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job and you will be required to maintain an evidence portfolio / log.

**Who else works within the team?**

Due to the composition of the Maintenance service you will work alongside other team members who include;

* Apprentices (years 1 – 4)
* Maintenance Assistants
* Painters
* Plumbers
* Joiners
* Electrical Engineers
* Mechanical Engineers
* Maintenance Supervisors
* Estates Officers
* Maintenance Manager

The Maintenance team also work closely with staff who are involved in the operation of the Estates Helpdesk and those staff within the Capital Projects team. Within the extended Facilities service you will come into contact with staff from other non-clinical services such as;

* Technical Services
* Catering
* Domestic Services
* Portering
* Laundry
* Decontamination
* Facilities Learning & Development
* Procurement
* Security
* Sustainability, Compliance & Risk

We rely on a committed and professional team of people within NHS Grampian to deliver our services to patients and this includes a broad range of other NHS staff such as:

* Doctors & Dentists
* Nurses, Midwives & Health Visitors
* Physiotherapists, Occupational Therapists, Dieticians,
* Administration & Clerical e.g.: HR, Finance, Payroll, Health Records, Workforce
* eHealth (IT etc)

**What qualifications will I gain on completion of my Modern Apprenticeship?**

As part of your 4 year Modern Apprenticeship Training Programme you will be required to study and complete the following core qualifications;

* SVQ Level 2 Performing Engineering Operations (SCQF 5)
* SVQ Level 3 Electrical or Mechanical Engineering - Maintenance (SCQF 6)
* National Certificate in Electrical or Mechanical Engineering (SCQF 6)

In addition to these core qualifications, you may have undertaken other valuable accredited qualifications which would be related to subjects such as electrical wiring, water systems or asbestos etc.

**What type of person are we hoping to recruit?**

This job requires someone who can help us to deliver a high standard of technical maintenance to our buildings and equipment used for our patients, staff and service users. The patients we care for are unwell, vulnerable and are sometimes upset and anxious with some often being confused and agitated.

We can train you in a range of important things you need to know about when working in a healthcare environment (infection prevention and control, moving and handling, violence and aggression, fire and confidentiality etc), and we will support your personal development during your apprenticeship programme. However we are looking for the successful person to come to us with some basic skills and attributes. This means that we are looking for people who possess the qualities and behaviours noted below to join our team;

* good communication and interpersonal skills
* a caring and helpful nature who can be sensitive to the needs of our patients and service users
* ability to manage the demands on your time
* reliable
* someone who can use their own initiative (if required) to prioritise workload
* ability to complete their academic component of their training programme to agreed timescales
* maintain a high-standard of evidence portfolio
* good IT skills
* ability to display appropriate qualities and behaviours associated with treating people with dignity and respect in association with our equality and diversity policies
* ability to maintain high standards of health and safety within their work environment

**NHSScotland Values**

In addition to the competencies and qualifications noted in the advert, person specification and job description, we are looking for applicants who can demonstrate evidence to support our organisational ‘values and behaviours’ which are;

* Care & Compassion
* Dignity & Respect
* Openness, Honesty & Responsibility
* Quality & Teamwork

Applicants should be able to show enthusiasm for continuous learning and development, a professional attitude and a passion for working within the wider healthcare care team.

**Learning, development and education**

NHS Grampian has an on‐going commitment to learning and development through competency based training and individual personal development plans informed by the NHS Knowledge and

Skills Framework (summary guidance can be accessed via the Learning Zone on the NHS Grampian Intranet). By the end of the first 3 months in post you will be expected to have completed the:

* NHS Grampian Corporate Induction Training
* NHS Scotland Mandatory Induction Standards & Code of Conduct
* Foundation post outline of the NHS Knowledge & Skills Framework
* Statutory / Mandatory eLearning for new employees
* any training sessions and review meetings identified as essential to your Modern Apprenticeship programme

A modern apprenticeship isn’t just about working; you need to be committed to learning too. During the 4 year period you will be expected to make progress towards achievement of your qualification in Performing Engineering Operations (SCQF 5), Electrical or Mechanical Engineering (Maintenance) (SCQF 6) and NC in Electrical or Mechanical Engineering (SCQF 6). As well as working you will be required to agree to a training / development plan and attend meetings with your mentor, tutors and assessors as required.

Engagement with the workplace vocational training process, attendance at arranged training sessions and satisfactory progression is a mandatory requirement of the apprenticeship programme. You will be an employee of NHS Grampian and therefore also expected to observe the same Terms and Conditions of Employment and demonstrate our organisational values that all our staff do, and you will be subject to the same policies and procedures.

**Selection timetable for the Apprenticeship Programme**

Vacancy opens Monday, 4th March, 2024

Vacancy closes Tuesday, 26th March, 2024 at 5pm

Aptitude Test tbc

Interview dates tbc

‘Anticipated’ start date for successful candidates to commence employment subject to the satisfactory completion of pre-employment checks – July 2024

All our offers of employment are **conditional** and subject to the receipt of satisfactory pre-employment checks which may include things like referee reports, an occupational health assessment and Disclosure certificate.

**How do you decide who to interview?**

We base our decision on who to interview by assessing the information you have provided and your responses to the questions you have been asked to address in your supporting statement. We will also assess the answers within your 3 minute video clip and match this against the essential criteria noted on the person specification.

**How should I complete my application form?**

To give you the best possible chance of selection please ensure you read and follow the detailed guidance and before submitting ensure that you have provided responses to the questions you have been asked to address on in your supporting statement.

Draft your supporting statement before you type it into the text box in the application form and check your spelling and grammar. Keep a copy of this draft as if you are selected for interview you may wish to refer back to your submission. Make sure your supporting statement does not exceed 50 lines of text including paragraph breaks. Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications etc.

**Can I get help to complete the application form?**

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process.

You can find out more at: https://www.skillsdevelopmentscotland.co.uk

You can also find information on the ‘My World of Work’ website:

https://www.myworldofwork.co.uk/getting‐job/application‐forms

**Who should I ask to be a referee?**

We know it might be difficult for applicants to provide us with the details for **three** referees if they have not worked before so we will accept educational references from teachers at your school / college. However, if you do have a current part‐time job, have volunteered or worked before please give us details of someone who can provide a reference for this.

It is important that you give us full contact details including a postal address along with an email address AND that you ask the person for permission to use them as a referee before you submit the application form. You should not include the names of family members for reference purposes.

We will only contact your referees if we decide to make a conditional offer of employment.

**Who will assess my application?**

Your application will be assessed by the appointing officer who will ensure that you meet the minimum selection criteria (as noted in the person specification). They will be judging how well your application matches the selection criteria for the post and will review the supplementary information you provide in relation to the educational qualifications, knowledge, skills and experience required for the post.

The shortlisting panel will be looking for well presented, clear, concise information and any additional information that is interesting and highlights any additional skills and qualities you have over and above your educational qualifications.

**Disability**

The Equality Act 2010 defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHSScotland is “Positive about Disabled People” as part of our continued commitment to extend job opportunities for people who are disabled.

**Non-Disciplinary Dismissal Process**

Whilst it is our aim to encourage our Modern Apprentices to apply for a permanent post within our organisation following their successful completion of their training programme, there are occasions, where we do not have any suitable vacancies available at that particular time. If this should happen, trainees will be given advanced notice of a meeting (at least 1 month) where they will be issued with ‘formal’ notice of termination of employment. It should be noted that this is a procedural requirement as per NHS Grampian policy.

The Modern Apprenticeship Application form

**What information should I put in my application?**

You should take time reading the guidance on completing the application form and ensure you do not leave it to the last minute. One standard application form means that everyone who applies is considered on the same basis.

It’s a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form. Plan what information to include in each section of the application form and take note of the space provided which will give you an indication of how much information is required.

**Completing the Statement in Support of Application**

To stand the best chance of getting an interview you need to ensure that you carefully address each of the following areas in your complete your Statement in Support of Application. You should also refer to”NHScotland Values” and “What type of person are we hoping to recruit?” (within this application pack)

* Why are you interested in an Apprenticeship with NHS Grampian?

Please describe briefly why you think you would be good applicant for the Healthcare team. Tell us about your interest in working in healthcare in the NHS and why you think this is the career path for you.

* In the summary information we have told you what skills and personal qualities we are looking for.

Tell us which of these skills you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (any school work or projects that can demonstrate good attention to detail, communication skills, teamwork, IT skills etc), any clubs or after school / college groups/other interests that demonstrate the skills and personal qualities we are seeking.

Do you care for a family member or friend? Have you helped someone who does? Do you help care for your sister or brother? What examples can you give us that show you have the patience and personality to look after someone?

* Please tell us a bit more about you

How do your family, friends, teachers / employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh, BB Queen’s / King’s badge or other similar awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application.

The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

**Final Check**

* Make sure you have included details of all your qualifications (including dates awarded)
* Make sure you include contact details for your Educational reference(s) and

Work / Character Reference, including email address for them. Don’t forget to ask their permission to use their details on your application form

* Make sure you check that your responses are checked for spelling and grammar and provide detail. It might be useful to get someone else to look over your application form for a second opinion in case you have made any mistakes.
* It is always useful to make a few drafts before you submit one you are happy with and keep a copy of the Keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation

… and finally before you submit it check it one last time

**How to submit your application form**

Applications should be completed electronically in WORD format only and should be emailed as 1 complete file / document to:

gram.apprenticeships@nhs.scot

***On no account should individual pages of the application be photographed by mobile phone and submitted as multiple attachments in JPEG, PDF or similar format as this will not be considered.***

If you have any problems submitting your application form please contact a member of our staff in the Employability & Apprenticeships team on 01343 567265

Terms & Conditions of Employment

**Starting Salary**

The starting salary for this post is based on a % of a Band 3 salary which is currently £25,468-£27,486 per annum. The duration of the post is fixed term for 4 years on a Training Contract.

As mentioned earlier in the pack, NHS Grampian are a ‘Living Wage Employer’ and as this appointment will a Training Post your salary will be based on the following % over a 4 year period (as per Annex 21);

Year 1 (on appointment) 60% of Band 3 salary

Year 2 65%

Year 3 70%

Year 4 75%

**Hours of duty**

This will normally be 37.5 hours per week (Monday – Friday) – although successful applicants may be asked to work additional hours from time to time when completing essential maintenance. These tasks are normally completed at the weekend.

**Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March each year is:

27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years’ service and 33 (247.5 hours) days after 10 years’ service. Depending on the date of appointment in your 1st year, your AL entitlement will be calculated on a pro-rata basis.

There are also 8 (60 hours) Public Holidays in each leave year (pro rata where applicable).

**Note:**

**In Year 1 all Electrical & Mechanical Modern Apprentices will have their AL allocated automatically – based on the holiday timetable stipulated by the appropriate training provider. No additional requests** will be authorised whilst apprentices are attending the academic element of their programme. Apprentices will be able to submit their ‘personal choice’ requests to their Supervisor for Annual Leave in years 2 – 4.

**NHSScotland Superannuation Pension Scheme**

If appointed, you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can chose to opt out of the scheme. Employee’s contributions to the NHS Scheme are tiered based on your earnings and the employer’s contribution equates to 13.5 % of salary. Employees in the NHS Scheme are “Contracted‐out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at www.sppa.gov.uk

**Smoke Free Policy**

NHS Grampian operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

**Healthcare Support Workers**

You will be expected to comply with the NHSScotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. NHS Grampian has a Corporate Induction Programme which new employees will be expected to complete prior to starting in their new post.

As part of the Corporate Induction process, you will be required to complete a variety of statutory / mandatory training. The completion of the Mandatory Induction Standards workbook and Code of Conduct for Health Care Support Workers will be discussed during the workplace orientation session that is delivered to support new staff.

**Pre-employment checks**

All offers of employment will be ‘conditional’ subject to the receipt of satisfactory References, Occupational Health Screening, Disclosure Scotland - Criminal Records Check (where applicable), Eligibility to Work in the United Kingdom and Verification of Qualifications.

**Car Parking and travel to NHS Grampian sites**

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on‐site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post. Once in post you will be able to apply for a car-park permit although your application is likely to be placed on a waiting list and will be assessed against strict qualifying criteria. Staff are encouraged to check the various initiatives and offers located on the NHS Grampian Intranet

**Right to work in the UK**

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment

**Vacancies**

For more information about any current vacancies NHS Grampian are advertising – please access the Jobs Page on the NHS Grampian Intranet or the vacancy section on the national SHOW website

**Job Description**

Job Title: Modern Apprentice – Mechanical / Electrical Engineer (Maintenance)

Band: Band 3 (Annex 21 - Agenda for Change)

Responsible to: Maintenance Manager (via Estates Officer)

Accountable to: Head of Maintenance & Technical Services

**Job Purpose**

The purpose of this post is to provide the post-holder with appropriate training and development, skills and knowledge to assist them undertake the tasks and duties associated with a Modern Apprenticeship Programme in Mechanical / Electrical Engineering (Maintenance). This will include assisting qualified / trained colleagues with the maintenance, repair, testing and operation of a comprehensive range of plant and equipment necessary for the provision of a safe, efficient and compliant service to healthcare locations within NHS Grampian.

**Organisational Position**

During year 1 of the Apprenticeship Programme, the post holder will report to the Learning & Development Manager

**1. Communications & Relationships**

The post-holder will be required to communicate and develop effective working relationships with a range of colleagues such as;

* Managers & Supervisors
* Educational Contacts (College Lecturers and External Assessors)
* Tradesmen
* Maintenance Assistants
* Service Users (Nursing and other departmental staff)
* Visitors and Patients

It will be essential for the post-holder to take an active role in regular progress and development reviews with either their Lecturer, Assessor, Line Manager and Learning & Development Manager (Employability & Apprenticeship Programmes Lead)

**2. Knowledge, Training Experience to do the job**

The post-holder will be required to possess the appropriate level of education at the time of submitting their application (as noted in the job advert)

Successful completion of the NHS Grampian Modern Apprentice Aptitude Test

For Electrical Apprentices, completion of the Scottish Electrical Charitable Training Trust (SECTT) Pre-Apprenticeship Test

By the end of Year 3 of the Modern Apprenticeship Training Programme, the post-holder **must** be nearing completion of their SVQ Level 3 in Mechanical / Electrical Engineering (Maintenance).

**3. Analytical & Judgement Skills**

The post-holder will be required to obtain the necessary core skills as part of their formal academic studies. These include communication, numeracy, literacy, information and communication technology, problem solving and working with others. There may also be a requirement to undertake basic analytical and problem solving work in the workplace when carrying out repairs and maintenance tasks.

**4. Planning & Organisational Skills**

The post-holder will be required to plan and organise their time efficiently and effectively to ensure that they attend work and classes in plenty of time so that work allocation and classes are not disrupted in any way.

**5. Physical Skills**

There will be a requirement for the post-holder to carry appropriate work related equipment such as tool-bags, work materials and step-ladders where necessary – this may also include the use of lifting aids or trolleys etc. The post-holder must be physically fit as there may be times that will require them to access / work within confined spaces or at height.

There is a requirement to use a range of fine tools and equipment when carrying out regular planned preventative maintenance (PPM), testing, re-calibration and record keeping. This is a similar requirement when carrying out repairs to be able to use a range of fine tools for fault finding and repairs

**6. Responsibilities for Patient / Client Care**

There will be no requirement for the post-holder to deliver ‘front-line patient care’, although there may be minimal day to day contact with patients and their visitors whilst the post-holder is carrying out maintenance related tasks.

**7. Responsibilities for Policy & Service Development Implementation**

The post-holder will be required to comply with all appropriate organisational and departmental policies and may be required to participate in appropriate Careers Events relating to Youth Employment, accompanying other NHS Grampian colleagues where appropriate

**8. Responsibilities for Financial & Physical resources**

The post-holder will be required to comply with any organisational / departmental policies regarding the efficient use of materials and resources

**9. Responsibilities for Human Resources**

The post-holder will be required to comply with all appropriate organisational and departmental policies relating to health, safety and security and infection control etc. You will also be required to treat colleagues and service users with dignity and respect whilst maintaining a high standard of confidentiality at all times.

In carrying out duties, the post-holder will be required to take reasonable care to avoid injury or accident to themselves, colleagues, patients or other service users which may be caused by work activity.

Duties must be performed in accordance with NHS Grampian Departmental Codes of Practice and Safe Systems of Work. The post holder will be required to ensure that procedures for reporting accidents, hazards and incidents are complied with.

**10. Responsibilities for Information Resources**

The post-holder must possess ‘basic skills which would enable them to be able to use information technology to operate such systems such as e-KSF, Planet FM / Estates Maintenance system

In addition to post-holders being able to use IT equipment, they should have a basic knowledge of MS Office packages such as MS Word and Powerpoint

**11. Responsibilities for Research & Development**

The post-holder will be required to take part / complete appropriate surveys and questionnaires relating to organisational initiatives such as ‘iMatter’ Annual Staff Survey and / or feedback required for your Modern Apprenticeship Programme, NHS Education for Scotland or Skills Development Scotland.

The post-holder will be required to assist qualified Tradesmen with the testing of all / new equipment (where appropriate) to ensure its compatibility with existing systems or building services.

**12. Freedom to Act**

Work is generated via ‘job requests’ submitted by a comprehensive range of service users depending on the specific, ongoing and day-to-day needs of the service. Work tasks will be allocated by either the Maintenance Supervisor and / or Estates Officer via an appropriately trained / qualified Tradesman.

There may be times that when work is being carried out under the Supervision of a qualified / trained Tradesman, there may be a requirement for you to demonstrate your competency, or complete the whole or part-task on your own to enable you to build up your knowledge and skills.

This may involve you being asked specific questions relating to the technical aspects or health and safety aspects of the task or procedure. You may also be asked to summarise specific aspects of a ‘technical job’ you are involved in maintaining / repairing.

**13. Physical Effort**

The post-holder will be required to travel to and from College / External Training Provider or their work base which may be Aberdeen, Elgin or other locations within NHSScotland.

There will also be a requirement for the post-holder to attend and undertake other courses and mandatory / statutory development such as Confined Space, Working at Height, Asbestos Awareness, Legionella / Water Systems and 18th Edition Electrical Wiring Regulations (where appropriate)

There is a frequent need to be involved in or assist with the moving of equipment or parts of fixed building services systems to allow access for either planned maintenance or for repairs.

In some restricted areas it is not possible to get mechanical lifting equipment in place. Some heavy equipment needs to be collected and returned from the workshop and back to the department several times a day.

**14. Mental Effort**

The post-holder will be required, as part of their Modern Apprenticeship Training Programme to undertake progress reviews, college and workplace assessments, and a range of written tests, examinations and practical assessments where appropriate. You will also be exposed to complex, technical repair / maintenance tasks in the workplace which will require a high degree of listening skills and concentration.

**15. Emotional Effort**

There may be times where the post-holder will be required to access specialist clinical areas to carry out repairs and maintenance under the supervision of a trained / qualified tradesman and may observe ill patients or those receiving treatment.

**16. Working Conditions**

The post-holder will be required to work / access areas where it may necessary to wear specific items of Personal Protective Equipment (PPE) e.g.: Catering Department, Energy Centre and or specialist clinical areas such as Surgical or Maternity facilities.

The post-holder may be required to clean / decontaminate specific pieces of equipment prior to completing maintenance related tasks which have been in contact with body fluids. There may also be a requirement to work within healthcare environments that may be warm or noisy e.g.: patient areas, laundry, plant or generator rooms or the energy centre. There may a requirement for the post-holder to work in cramped, restricted areas in roof voids, underground ducts, inside boiler plant and inside ventilation ducts.

**Person Specification**

The person specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description.

Mainly based at Aberdeen Royal Infirmary – but will also be required to work at other locations within Aberdeen, Elgin or other NHSScotland locations

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | 5 ‘National 5’ Grades at grades A or BSubjects to include;* Maths
* English
* Physics
* Technical subject
* and **one** other subject of your choice
 | * SECTT

Pre-Apprenticeship Examination (Electrical only)* Successful completion of NHS Grampian Modern Apprenticeship Aptitude Test
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| **Experience** | * Evidence of any part-time employment or volunteering
* School / College Work Experience
 | * Had some part-time work in an appropriate engineering field
* Computer / IT skills
 |
| **Special Aptitude** **Abilities** | * Prepared to have a ‘hands-on’ approach to work allocated
* Ability to carry out duties in a safe manner as instructed / trained to do
 | * Prepared to be flexible and undertake mechanical and electrical work when required
 |
| **Disposition** | Enthusiastic* Ability to use initiative
* Good Communication and Interpersonal skills
* Ability to work and develop good working relationships within a multi-disciplinary team
 | * Potential to communicate well with colleagues and other service users within a healthcare environment
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| **Physical Requirements** | * Physically fit
* Ability to comply with Infection Prevention & Control procedures e.g.: hand hygiene
* Ability to comply with policies and procedures relating to Personal Protective Equipment (PPE), Health & Safety, Safe Systems of Work (SSoW)
 | * Smart appearance and ability to promote departmental reputation
 |
| **Particular Requirements of the Post** | * Commitment to complete the Modern Apprenticeship within a 4 year period
* To undertake other appropriate development activities e.g.: Statutory / Mandatory eLearning
* Compliance with Confidentiality and Data Protection policies and procedures
* Satisfactory attendance at College / Training Provider whilst undertaking elements of vocational training (where appropriate)
* Requirement to gain appropriate work experience with other partner agencies / contractors
 | * Flexibility and willingness to work additional hours from time to time
 |

**Completing the NHS Grampian Job Application**

Once you have located the vacancy on the job site you should email gram.apprenticeships@nhs.scot requesting an application pack making sure your name and contact details are given

**Completing your Application Form**

**Part A – Personal Details**

Please read the instructions carefully and complete all parts of this section

* Name known by if different is if you are called something other than your birth name –

e.g.: Catherine known as Cathy or Joseph known as Joe.

* All applicants born in the UK or European Union are eligible to work in the UK and do not require a work permit – if this applies to you answer No for work permit and Yes for eligible to work in the UK

**Part B – Declarations**

If the position you have applied for states that PVG Scheme Membership / Disclosure Scotland Clearance is required you must declare any unspent convictions and spent conviction that appears on either the “Offences that must always be Disclosed” or that appear on the “Offences to be disclosed subject to rules” lists. For further information visit https://www.disclosurescotland.co.uk/news/UKSCFAQs.htm

Please remember that all applications are treated in the strictest confidence and all are considered on an individual basis

**Part C - Qualifications – School, College, University and other Education History**

* For each subject you list you must include the type of qualification, the grade achieved and must include a date. If you are unsure of the exact qualification date please estimate using the last day of the month your qualification was issued e.g. 05/08/2018.
* For qualifications you are currently studying and have not received a result estimate the result you expect to receive and the date you estimate the results will be issued.
* Include the details of any other appropriate training courses or training that you have undertaken which may be relevant to your application

**Please remember that you must be in possession of all the qualifications noted in the Advert / Person Specification at the time of application – predicted grades will not be considered**

**Part C - Employment History**

If you have recently left School or College and/or have no previous employment please list the details of your school/college – see example below ‐ and ensure the detail you type in the Role Purpose/Summary of Responsibilities section fits inside the text box

For those with a current or recent employment history – paid or voluntary ‐ please see next section.

* If you are now employed or have recently been employed in either paid or voluntary employment provide those employment details here. If you are still working in the job you should note “to date”. If this is a job you have now left and you are not currently employed on a paid or voluntary basis please ensure you include your last working day as day, month and year.
* Other jobs if any can be listed in the Previous Employment Section. If you can’t be precise about dates please include an estimate date – day, month and year.
* Make sure that you do not repeat the detail on the Present or Most Recent post in the employment history.
* Please note down details of Work Experience or Work Placements that you have completed whilst at school or college and include any voluntary work that you have completed
* Skills & Qualities – describe the skills and qualities that you feel you could bring to the post of Modern Apprentice – please provide evidence to support your comments e.g.: ‘if you say that you have good time-keeping and you are reliable you may want to support this by tell us that you are required to start work at 7am delivering papers etc’
* Supporting Statement – Your supporting statement is your opportunity to tell us why, aside from meeting the minimum requirements for the Modern Apprenticeship Programme you want take part. Make sure your statement is comprehensive as this can often be a deciding factor in shortlisting for interview. You might find it helpful to draft your statement in MS Word or a similar programme to ensure that you have checked the length, spelling and grammar.

This is perhaps seen by some as the most important part of the application form as it is your opportunity to tell us all about your personal attributes, experience and/or career aspirations are

* Hobbies & Interests – please remember and tell us about what you do in your spare time – are you a member of any youth groups/organisations, teams or personal interests
* Referee Reports – Please supply the full name, address, email address and telephone contact details of **3 Referees** – please remember to highlight in which capacity they are providing your reference

If you are in employment, one of these should be your most current employer. Others you may wish to include could be your Guidance Teacher, Youth Leader, Team Manager, or a person of good standing who can provide details of your character.

**Please do not supply contact details of any friends or family members**

* Disability - If you have a disability you are not required to disclose it however we do operate a guaranteed interview scheme for disabled applicants who meet the minimum selection criteria. If you have declared a disability and require special requirements for interview please let us know.
* Driving Licence - You will only need to include details of your driving licence if the post you are applying for has specified that a driving license is essential
* Please remember to tell us where you saw the job advertised as this help us target job advertising in future

**Part D - Equal Opportunities information**

We are an equal opportunities employer but the only way we can ensure this is by recording certain information about the people who apply for or jobs. This data is confidential and is not part of the selection process, is not retained with your application and is used for monitoring purposes only. If you do not wish to provide any data please select “prefer not to answer” but please note that as the funding for Modern Apprenticeship trainings is linked to your ‘age’ **you must** provide your date of birth.

Once you are satisfied that you are happy with the information you have entered on your application form – please **SAVE** the application form as a **MS WORD** document / file

You should only email **ONE** file attachment (your Application Form)