

Finance Manager

In financial management, your role will incorporate managing budgets and deciding on resource allocation.

It will include

- payroll and pensions - ensuring staff get paid
- accounts - paying for goods and services
- collecting income
- financial systems - the Information Technology (IT) systems that track all financial activity
- management information - gathering and interpreting the financial data required to make day-to-day and * strategic management decisions
- reporting - preparing annual financial reports and coordinating with the Inland Revenue, VAT collection and other authorities
- financial audit - checking expenditure and income

Chaplaincy

Chaplaincy staff are usually based in a hospital and work in any department as needed. As well as an office, chaplaincy staff have a chapel or multi-faith room which staff, patients and families can visit.

As a chaplain, you will spend a lot of time in wards and other parts of the hospital visiting people who are too ill to move from their beds

As a chaplain in the NHS and Care sector, you'll need to be

- willing to work with other faiths and people with no faith
- able to work with staff, patients and families from all walks of life

Information Governance / Information Security

Information governance managers ensure information systems in an organisation comply with national rules and standards about how information is captured, stored and shared. This would typically involve the legal requirements of the Data Protection Act and Freedom of Information Act.

Information analysts are usually statisticians who support health service planning by measuring trends in delivery and performance. Analysts in health organisations, such as NHS trusts, constantly review patient care as well as the staff and resources at the trust's disposal. They do this through monitoring activity data and formal research projects into specific areas of concern

Health and Safety Officer

Working as a health and safety officer, you will look at all aspects of health and safety including

- infection control
- safeguarding children and vulnerable adults
- dealing with hazardous substances
- violence and abusive behavior
- manual handling (lifting, carrying, et)
- food hygiene
- Health and safety officers
- inspect buildings
- draw up health and safety policies and procedures
- train staff
- ensure that staff follow procedures
- investigate health and safety incidents and accidents



IT Support Technician

Working with an NHS and care sector, service desk operators is the first line of support for users of IT systems. The role includes

- logging requests for support and resolving IT issues
- providing technical advice and guidance
- escalating calls and assigning requests

ICT support technicians assist in the implementation and commissioning of new IT and digital systems in an organisation. Tasks are likely to include

- commissioning computer and data communications equipment
- record keeping including the entry of information into the electronic management systems
- demonstrating the use of computer equipment to a range of health professionals and staff
- maintaining computer equipment



Human Resources / Organisational Development

As a member of HR staff, you are involved in

- recruiting and dismissing staff
- introduce new local and national employment policies
- are an expert in employment law (equality and diversity, right to work, working hours, etc)
- work closely with health unions and professional bodies
- keep up to date records on all staff

You also advise and support managers in dealing with, for example

- managing performance – making sure staff are doing their jobs as they should
- disciplinary – dealing with staff who do something wrong
- absence – including holiday leave, sick leave, study leave or compassionate leave



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“ My school sent round the job advert and as I wanted work based experience rather than staying in Full time education, as the opportunity to earn whilst learning interested me. I quite liked it was in the NHS and there are lots of opportunities to work in different departments and fields.” Georgia - Intermediate Apprentice Business Admin

“it is not as scary as you might think – but also it is not as easy as a walk in park.” Eve - Tilt Advanced Apprentice Business Admin (Medical)

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	Level 8	Doctorate	
Higher/Degree Apprenticeship	Level 7	Masters (MA, MSc, MPhil) Postgraduate Certificate / Diploma	NVQ5
	Level 6	Degree (BA, BSc)	NVQ4
	Level 5	Foundation Degree (FdA, FdSc)	
	Level 4		
Advanced Apprenticeship (2 A-level passes)	Level 3	A & A/S Level International Baccalaureate	NVQ3
Intermediate Apprenticeship (5 GCSE's A*-C)	Level 2	GCSE A*-C or 9-4 Key Skills Level 2	NVQ2
	Level 1	GCSE D-G or 3-1 Key Skills Level 1	NVQ1

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Lincolnshire Talent Academy

Centralised management service for education links and trainee recruitment

Careers Inspiration

Work Experience

Apprenticeship Recruitment

Staff Training & Development

Graduate Programme

Lincolnshire Talent Academy supports work experience placements in a wide range of health and care settings across Lincolnshire. For information please contact WorkExperience@ulh.nhs.uk

Lincolnshire Talent Academy provides comprehensive support to those interested in, or already undertaking, a career within the health and care sector across Lincolnshire

Lincolnshire Talent Academy supports the NHS priorities for developing the workforce which include:

- *Get in... Opportunities for people to start their career in a support role*
- *Get on... Support people to be the best they can be in the job they do*
- *Go further... Provide opportunities for career progression, including into registered professions*

"I decided that university wasn't the route for me. I have always desired a career within a medical environment and wanted to learn on the job."



Amy - Intermediate Apprenticeship in Business Admin

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