**Data Technician Apprentice** North West Ambulance Service NHS Trust 

## **Apprenticeship summary**

### **Annual wage -** £18,000.00

### **Working week -** Monday to Friday, 09:00 to 17:30 - Total hours per week: 37.50

### **Expected duration -** 18 months

### **Apprenticeship level -** Advanced - Level 3 (A level)

Duties include:

* To contribute towards the development and implementation of new information systems that support sustainable development within the Trust
* Assisting the Estates and FM management team, including the managing and monitoring of trust admin based procedures and environmental compliance
* To work in a flexible and co-operative way, providing support for other staff members, including but not exclusively the Environmental Sustainability Officer and Estates Manager
* Provide pro-active support in the management and development of admin based systems and procedures for the sustainability and environmental remit
* Produce and maintain key data and statistical performance information for the generation of departmental, directorate, board and annual reports
* Analysis of supplier and other performance standards along with participation in benchmarking exercises and taking remedial action as required
* Develop plans and support communication/implementation of new and emerging projects and procedures

**Requirements and prospects**

### **Desired skills**

* Able to organise and plan activities for self to effectively prioritise tasks and to manage conflicting demands on time and resources to deliver objectives
* Ability to communicate effectively across wide demographic boundaries, in an appropriate manner, verbally, in writing and face to face, displaying tact when dealing with sensitive or contentious issues
* Ability to negotiate and influence persuasively in order to obtain approval, agreement and co-operation with all contacts
* Ability to command confidence and respect from internal colleagues and external stakeholders at all levels
* Basic knowledge of Outlook, Excel and PowerPoint
* Good communicator (Face to face & via telephone)

### **Personal qualities**

* Competent maths skills
* Ability to encourage and support a team working environment
* Ability to work under pressure responding to tight deadlines and short notice periods

### **Desired qualifications**

* Grade 4/C GCSE or equivalent in English language and maths is required

### **Future prospects**

There will be career progression opportunities available upon completing the apprenticeship or progress onto a Level 4 program.

**About the employer**

Based within a very modern and well-kept serviced office, The North West Ambulance Service NHS Trust is the ambulance service for North West England. It is one of 10 Ambulance Trusts providing England with Emergency medical services, and is part of the National Health Service - Think of the ambulance service and you’ll probably think of bright yellow vehicles and blue flashing lights, but there’s a lot more to them than that:

### **Employer -** North West Ambulance Service Nhs Trust - <https://www.nwas.nhs.uk/>

### **Address -** Ambulance Headquarters, 449-451 Garstang Road, Broughton, Preston, PR3 5LN

**Training provider**

BALTIC TRAINING SERVICES LIMITED

Applications for this apprenticeship are being processed by Baltic Training Services Limited

### **Contact -** Jordon Purvis 01325731053 [Jordon.purvis@balticapprenticeships.com](mailto:Jordon.purvis@balticapprenticeships.com)

Full training and support will be provided throughout your apprenticeship by both Baltic Apprenticeships and North West Ambulance Service NHS Trust.

### **Apprenticeship standard -** Data Technician - Level 3 (A level)