HSC Graduate Training Schemes

Health and Social Care is the title of the integrated group of services covering all aspects of the promotion and improvement of health and wellbeing and the full range of health and social care services provided in Northern Ireland. With annual funding of £4 billion and employing over 73,000 people, Health and Social Care provide a comprehensive range of modern and effective health and social care services for the 1.7 million people who live in Northern Ireland.

The HSC Graduate Training Schemes are designed to provide a fast track career programme for graduates within Health and Social Care in Northern Ireland. Each scheme lasts for two years and provides graduates with the opportunity to work in a dynamic and engaging environment, whilst making a contribution to the service provided to the people of Northern Ireland. Committed to the values of Health and Social Care, you will have drive and energy, experience of working in a team and outstanding communication and interpersonal skills.

We are currently recruiting for the following schemes:

- General Management
- Procurement and Logistics
- Engineering

There will be no Human Resources/Organisational Development Scheme intake for 2015.

See [http://mts.hscni.net](http://mts.hscni.net) for further information about HSCNI Graduate Training Schemes.
"MTS has proved to be an excellent experience so far. The training and development opportunities are second to none, and I have met some great people along the way. The range of placements available has given me a chance to gain a better understanding of my strengths, and of skills/attributes I need to develop further. At times it has not been easy, but I do think it is important to be stretched and challenged in work. The challenges facing Health and Social Care are significant, but MTS is a fantastic opportunity - one not to be missed."

Michael Henderson
MTS Graduate Trainee 2012-2014

General Management Training Scheme

The General Management Training Scheme offers a fulfilling and rewarding career, where teamwork, innovation, visionary leadership and a drive for performance and excellence is encouraged and developed.

As a trainee you will undertake three placements during which you will complete projects designed to ensure the sustainable long-term operation of core health and social care services in Northern Ireland. Your one month induction will be followed by a month long cook’s tour after which your first placement will commence within one of the Health and Social Care Trusts. Your second placement will take the form of an elective placement in an organisation which will benefit your personal development and consequently the Health Service as a whole. The final placement, chosen by you, will provide you with the opportunity to further enhance your skills and experience in a new and different part of the HSC system. In addition to the practical placements trainees on this Scheme also study for a Post Graduate Diploma in Healthcare Leadership designed to give participants high-level people management skills, business acumen and prepare them for the demands of senior leadership within Healthcare.

We are looking for talented graduates with drive and determination to succeed and become tomorrow’s leaders. Goal-orientated you will need to demonstrate leadership potential, be capable of accepting high levels of responsibility early and be able to respond positively to the many challenges you will face. To be eligible for the scheme you must currently have or expect to obtain by 1st September 2015, a minimum 2:2 degree in any discipline or equivalent or higher; or a professional degree-level qualification which is health or management related.
Procurement and Logistics Training Scheme

The Procurement and Logistics Scheme gives trainees the opportunity to gain experience and develop the skills required to pursue a rewarding career in the Centre of Procurement Excellence for the HSC. The Procurement and Logistics Service, commonly known as PaLS, is the sole provider of professional supplies services (logistics and procurement) to all Health and Social Care organisations in Northern Ireland.

As a trainee you will complete an intensive two-year training programme which will enable you to develop a range of Procurement and Logistics skills. Working with staff from across HSC to develop procurement strategy you will be required to lead compliant procurement exercises and gain contract management experience. No prior knowledge or experience of procurement is required as this will be gained through the work undertaken on placement following a one month induction tour of HSC. The level of responsibility will increase throughout the scheme. Additionally the Scheme will provide an opportunity for trainees to undertake a professional qualification to help increase knowledge of procurement processes.

We are looking for graduates with an interest in procurement as a career. With drive and determination to succeed you will be results focused with a natural ability to negotiate and influence others. To be eligible for the scheme you must currently have or expect to obtain by 1st September 2015, a minimum 2:2 degree in any discipline or equivalent or higher; or a professional degree-level qualification which is health, procurement or management related.
Engineering Training Scheme

The Engineering Trainee Scheme provides those with an appropriate degree in engineering (containing a significant building services element) the opportunity to work with an HSC organisation’s Estates Department. Healthcare engineering covers a wide range of activities in Mechanical Engineering and Electrical/Electronic Engineering. Participation in the scheme will ensure that you cover all of the key areas essential for a successful role in management in HSC estates.

Following a one month induction and tour of HSC trainees complete a two year placement in a Health and Social Care Trust. Your practical experience will include project work, operations and maintenance management responsibilities: the level of responsibility will increase throughout the scheme. As a trainee you will work with directly employed staff, contractors and consultants. In addition, Engineering Trainees will also have the opportunity to avail of a wide range of technical training that will help to make a contribution towards the achievement of Chartered status in the future. This scheme has been developed with the support of the Institute of Healthcare Engineering & Estates Management (IHEEM) and the IPD scheme has been developed by the HSC in partnership with IHEEM.

Focused on a career within healthcare engineering you will need to provide evidence of a competence in engineering and demonstrate how technical knowledge gained to-date supports your application. To be eligible for the scheme you must currently have or expect to obtain by 1st September 2015, a Degree in Mechanical Engineering, Electrical and Electronic Engineering, Building Services Engineering or Environmental Engineering (with a significant Building Services Engineering content).
Networking

Trainees have the opportunity to meet and engage with other trainees and senior managers across HSC organisations on a regular basis on both formal and informal basis. Attendance at events such as conferences provides trainees with an ideal opportunity to network.

Development

Trainees receive considerable personal and professional development whilst on the Scheme. As well as the development received through their various placements trainees will also have an opportunity to attend Action Learning Sets, conferences and formal training courses.

Support

Trainees will have the benefit of an extensive support network whilst on the Scheme. This includes a Regional Link for the Scheme who will act as a point of contact throughout the two years on the scheme and will also be responsible for reviewing performance regularly to ensure training is meeting development needs.

Additionally, you will also have access to a mentor who will be a senior manager (usually a Director or Chief Executive) in a HSC Organisation to offer advice and assist with development and career progression. Trainees are also assigned a “buddy” (a scheme alumni) who will support them throughout their time on the scheme.
Application Process

Please note that we are only taking applications for the General Management, Procurement and Logistics and Engineering Schemes. There will be no HR/OD intake for 2015.

Stage 1: Application Form & Aptitude Tests

To apply for a Graduate Training Scheme you will need to apply online at http://v2.hscrecruit.com/ Only online applications will be considered.

Please follow the guidance provided on the application form. Applications for the General Management, and/or Procurement and Logistic Schemes are processed via the same form. You will be asked to indicate which scheme/s you wish to be considered for and to rank your preferences (if you are choosing to apply for more than one scheme). Please note Business Services Organisation reserve the right to allocate applicants to the schemes according to business need. The Engineering Scheme application is via a separate Engineering specific application form.

The application form will consist of a number of questions. You must answer all of these questions in their entirety. At short listing each question will be assessed in turn. A properly completed form is considered part of the shortlisting process. Please pay particular attention to spelling, grammar and the word limit for each question.

Aptitude Tests

You will also be required to take two aptitude tests: verbal reasoning and numerical. These tests will open for a set period between December 16th to 23rd; it is recommended that you complete these as soon as possible and where reasonable adjustments are required that you notify these in advance as we will not be able to grant any extensions to the deadline. As all correspondence will be via email it is therefore important that you regularly check your email.
The verbal reasoning test will assess your ability to process information and answer questions based on that information. It aims to assess a candidate’s ability to deal constructively with information rather than just process it. The numerical reasoning tests assess a candidate’s ability to process numbers logically and rationally. It does not assess mathematical ability rather your ability to extract meaning from numerical information. Only successful applicants will proceed to stage 2.

**Stage 2: Preliminary interviews**

This stage will involve a preliminary interview to assess and determine your suitability to progress to the next stage. Further information on this stage of the process will be made available to applicants who successfully complete Stage 1.

Only successful applicants will proceed to stage 3.

**Stage 3: Assessment Centre and Final Interview**

This stage involves an assessment centre and a final interview designed to test a number of competencies.

In the event of final interview panels being unable to appoint appropriate candidates, candidates may be invited to attend an additional interview to enable them to be appointed on an alternative scheme to which they have not originally applied.

Further information on this stage of the process will be made available to applicants who successfully complete Stage 1 & 2.

**Stage 4: Offers and Confirmation of References**

Offers made to successful applicants will be subject to satisfactory references and proof of qualifications.

**Please note that all communication with you throughout the application process will be via email.**
Tips for Applying

- It is advisable to use the NHS Leadership Framework to structure your answers. The framework summary is available on HSC Recruit with this information pack.

- Write in clear and concise sentences, check grammar and spelling. Avoid using text-speak, jargon, abbreviations, slang, exclamation marks, inverted commas, incomplete sentences and bullet points/lists.

- Be specific regarding the level of study and subject area/s when providing details of your qualifications.

- Ensure you answer all questions, and all parts of each question. Check what information the question is seeking e.g. if it asks you for skills rather than principles, etc.

- When providing examples to illustrate your competencies you can focus on university, voluntary/charity activities, or paid work based examples. Ensure you highlight your specific role in any examples used.

- Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each question is marked separately.

- Before completing the aptitude tests It’s a good idea to get some practise so that you are familiar with the style and format of the questions.

- Make sure you are aware of all the key dates in the process, we don’t want you to miss any important correspondence. Regularly check your email including your junk mail folder.

Good Luck

We hope that you have found this information guide useful and we wish you good luck with your application.