



Scottish Courts
and Tribunals Service



IT Apprentices x 2

Location: Edinburgh

£16,100 (increasing to £17,284 after passing your probation) per annum

37 hours per week

Fixed-term 2 years with the possibility of a permanent role becoming available

OUR VISION

Giving you the best start

We are looking for 2 confident, enthusiastic and driven people to join our IT department on a 2 year apprenticeship programme.

We believe in giving you the best start possible to a career in IT which is why you'll get some of the best training possible to give you all the technical and personal tools you need to flourish.

So that you can learn as much as possible, we've devised a rotation plan that will allow you to gain valuable experience in the following areas of IT:

- Service desk (1st line support)
- PC implementation
- Networks and Storage
- Enterprise

There's a distinct possibility that a permanent role (which would be a promotion) will become available after the 2 years, but if this doesn't materialise we'll have given you the kind of springboard that takes ambitious young adults to the next level of their career in a short period of time.

IT is for everyone! So we'd welcome applications from females looking to start out in IT, as much as we would males. Primarily, we are looking for the right personalities as well as people with, enthusiasm, drive and determination to succeed.

"We place digital innovation at the centre of our service delivery, making sure that courts and tribunals maximise the opportunities afforded by technology to create better processes, provide easy access and sharing of information, and provide courtrooms with the technology to minimise physical appearance and support quicker outcomes."

OUR VALUES

- COMMITMENT AND PROFESSIONALISM
- HIGH QUALITY CUSTOMER SERVICE
- INTEGRITY AND IMPARTIALITY
- WORKING TO IMPROVE THE JUSTICE SYSTEM
- USING RESOURCES EFFECTIVELY

What we are looking for

If you match the following criteria we want to hear from you:

Essential criteria

- ➔ Confident, enthusiastic, self-motivated and a drive to succeed in IT
 - ➔ Proactive attitude to problem solving and shows enthusiasm for learning new skills
 - ➔ Ability to work in a fast paced environment
 - ➔ A good team player and can also add value working independently.
 - ➔ First class interpersonal skills
 - ➔ Demonstrates excellent initiative and is passionate about digital innovation/IT
 - ➔ Bring fresh thinking about what users may need from technology.
 - ➔ Minimum 5 Standard Grades (Level 1-3) or 5 National 5's including Maths and English.
- ➔ Undertakes work with honesty and integrity.
 - ➔ Well organised and methodical, operating with pace, enthusiasm and creativity.
 - ➔ You are a digital native, so you will be confident working with technology and have an interest in learning new technologies.



Desirable criteria

- ➔ Previous evidence of utilising digital innovation/IT as part of a project. (This may be a school/college project or something you produced in your own time).
- ➔ Resilient and is able to effectively challenge, negotiate and influence (We can help you with this).

What we can offer you

We know starting a new job can be a little daunting, so we wanted to let you know a little bit about the perks of learning and working with us:

Onsite gym

Whether you like to keep fit or you want to work off the calories from the delicious cakes in our canteen you can join our onsite gym at small cost of £4/month.

Industry leading training

As well as Microsoft accredited training we are interested in helping you build your character and confidence for your future career, with a range of e-learning and workshops.

High street discounts

With a decent wage coming in, you'll be able to afford the latest gadgets you've been dreaming of for some time. To make your money go further you'll have access to our online Employee Savings Scheme which offers various ways to save money at a huge range of retailers including Apple, Dell, HP, Virgin media and Curry's/PC World to name a few.

One of the best apprentice salaries in the market

You're an ambitious and determined person so why would you settle for low hourly rates or reduced apprenticeship salaries?! We have ambitious plans for how digital innovation can help improve the justice system in Scotland, so we are looking for the best future IT talent to help shape the way. We believe that in order to achieve this we need to invest in you, that's why we're offering one of the most competitive salaries out there

Keep refreshed

Yes, you'll need to work hard but what better way to recharge your energy and enthusiasm by taking some well-earned time off. You'll receive **36.5 days' annual leave** (includes public and privilege days) and with a good wage coming in, you'll be able to relax and holiday in style. You can also keep your energy up by enjoying the nation's favorite coffee in our canteen, as well as being able to choose from a range of freshly made food.

How to apply

Our apprenticeships aren't easy, so we need to be sure you are right for the challenge. We're working in partnership with QA training so you will need to do the following:

1. Submit your CV to QA Training <http://apprenticeships.qa.com/vacancy-search/vacancy-details?vrn=1211-0001-00005557>
2. Once we've reviewed your CV and whether you've met the eligibility criteria a member of the QA team will conduct a telephone interview with you. If they think you're right for the next stage you'll be invited in for a 1-2-1 interview and asked you to take a short test to assess your IT aptitude.

QA will compile a shortlist of suitable applicants to us and we will then be in touch to arrange a further 1-2-1 interview at our offices.

This competition is being conducted in line with the Civil Service Recruitment Principles and is being regulated by the Civil Service Commission.

CLOSING DATE FOR APPLICATIONS 7th SEPTEMBER 2015

Before you join us:

The nature of our work is sensitive, so we must take measures to protect the integrity of our organisation. As a new member of staff you can expect to go through the following checks before you start:

1. **Identity** – We need to be sure you are who you say you are, so we'll ask you to provide proof of identity.
2. **Nationality and Immigration Status (including an entitlement to undertake the work in question)** – We need see proof of your eligibility to work and remain in the UK and the Civil Service.
3. **References (Past 3 Years)** – We will need you to provide 2 references e.g. Educational to confirm your suitability for appointment (these can't be friends or family members).
4. **Criminal Records Check**- We will need to get a 'standard' Disclosure Scotland Check completed. The Scottish Courts and Tribunals Service are exempt from the Rehabilitation of Offenders Act 1974, so all convictions whether they are spent or not will be considered.
5. **Occupational Health Checks** – You will be asked to complete an online health questionnaire to whether fit for employment.

Refusal to provide any of the information stated above will be taken into account when making the employment decision and employment may be refused.

After all these checks have been completed (which can take about 4 weeks) you'll be ready and raring to go.