Recruitment Profile

Post number	12434
Position title	Modern Apprentice Level 3
Grade	Scottish Local Government Living Wage
Department	People
Location	Passenger Transport
Salary/Rate of Pay	£25196.44 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	0
Reports to post number	Senior Transport Officer
Registration requirements	None
Drivers Licence required	Category B
Contract status	Temporary
Contract end date	31st March 2027
Reason for temporary vacancy	Modern Apprentice post
Disclosure status	None
Political restrictions	No
Role profile number	N/A
Business World post status	Temporary
Work pattern	Monday - Friday
Vacancy number	SBO09435
Closing date	14/10/2025

Role purpose

Modern Apprenticeships (MA) offer new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants include school and college leavers, those with no previous work experience and/or vocational qualifications

As this is an apprentice post the job holder will be required to work in various areas and departments throughout the organisation to develop skills, knowledge and experience in all aspects of Passenger Transport. This will be via on the job training and formal training sessions to establish knowledge and understanding.

As part of the apprenticeship you will be required to engage with a training provider to obtain the desired qualification of a Business and Administration Level 3 and have regular meetings with the supervisor and/or assessor.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. To undertake a Business and Administration Level 3 Qualification as required, with the aim of self-development to improve performance and experience of duties.
2. To develop skills and experience in the associated work area relating to the qualification.
3. To assist and provide support to the Passenger Transport team
4. Required to attend / meet Borders College regularly during the apprenticeship.
5. Maintain work related portfolio to standard expected by Borders College.
6. No profile can cover every issue which may arise within the post at various times and the post holder may be expected to carry out duties from time to time that are broadly consistent with those in this job description.
7. Any other appropriate duties under the direction of the Line Manager for the placement, applicable training given.

8. To ensure that all duties are carried out in compliance with statutory provisions and with the Council's policy for health and safety.
9. To ensure that all duties are carried out in compliance with the Council's Corporate Equalities Scheme
10. You will be work under the direction of a supervisor and will be expected to carry out tasks with increasing efficiency and proficiency as your competence within the role grows. You will be expected to progress within your skills area and apply your MA learning to workplace situations.
11. You will be required to follow processes and procedures and a supervisor will always be available to provide advice and direction.
12. To carry out such other duties as the Service Director may from time to time reasonably require
You will be based at Council HQ in Newtown St Boswells but will work primarily from home. On occasions you may be asked to do tasks in different locations that are beneficial to your development and training.

You may have contact with the general public and are expected to be respectable, well-mannered and helpful at all time.

This general recruitment profile will be supplemented by a list of specific duties when in post.

ADDITIONAL INFORMATION:

SBC are committed to ensuring all Modern Apprentices receive the national minimum wage for their age:

To avoid ambiguity:

The contract will end on the date which will be specified in the letter of appointment unless previously terminated in accordance with the notice provision included, or summarily should gross misconduct occur.

There will be no entitlement to an additional period of notice extending beyond the termination date specified in the offer, nor will the ending of this contracts, as a limited term training contract, constitute a redundancy situation.

The range of experience and training during the limited term contract period is intended to provide the trainee with the skills and knowledge required to work competently in an occupational area.

Please note the Scottish Living Wage Allowance does not apply to Modern Apprentice Posts, these posts are linked to separate age related pay rates.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	• National 5 Maths/English or equivalent A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable	• A good general education - standard grade • IT qualification • Geography Qualification • Core Skills required for MA Framework • Qualifications relevant to the post

	adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	
Skills, knowledge and competences	• n/a	• Knowledge of the Council and the services provided by Passenger Transport. • Problem solving with an ability to think procedures through • Knowledge awareness of the Council and the services provided by passenger transport • Geographical knowledge of the Borders
Experience	• In accordance with Scottish Borders Councils corporate priorities, you are required to be aged 16-24 (at the point of starting the Apprenticeship) to qualify for this position.	• Any type of work experience, voluntary work, community work, helping out family and friends. • Participation in school based and/or extra-curricular activities
Other	• A positive approach to learning and gaining new skills through teamwork and training opportunities • An interest in the subject(s) • Punctuality • Patience • Reliability • Trustworthiness • Able to work with others	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Recruitment Profile

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

Recruitment Profile

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.