

Did You Know?

- You don't have to move consecutively from band to band to reach your goal.
- There are also opportunities to move into clinical roles

Where Can My Career Go?

Admin, Clerical & Management Pathways

Further Opportunities

- Apprenticeships
- Coaching
- In-house course
- Mentoring
- Shadowing
- Internal & external secondments
- Stretch and Development Opportunities
- NHS Leadership Academy Programmes
- DLS – E-Learning

Director Roles

Typically, Band 8+ Roles

Examples:

- Directorate Manager
- Senior Manager

Learning Opportunities:

- Masters
- PhD
- Management and Development Skill
- Apprenticeship Opportunities

Leadership Roles

Typically, Band 6 Roles

Examples:

- Manager
- Officer
- Project Lead
- Assistant Directorate Manager

Learning Opportunities:

- Post Graduate Level
- Managerial and leadership development
- Apprenticeship Opportunities

Support Roles

Typically, Band 4 roles

Examples:

- Officer
- Medical Secretary
- Personal Assistant
- Co-Ordinator

Learning Opportunities:

- Diploma
- Foundation Qualifications
- MSOffice
- Apprenticeship Opportunities

Starting Up Roles

Typically, Band 2 Roles

Examples:

- Receptionist
- Clerical Worker
- Ward Clerk

Learning Opportunities:

- Functional Skills
- Apprenticeship Opportunities
- Projects
- Internal courses
- Shadowing & Coaching

For Everyone

- Induction
- Mandatory Training
- Annual Appraisal
- Networking
- Career Conversations
- In house Leadership & Management training

Senior Management Roles

Typically, Band 7 Roles

Examples:

- Service Manager
- Speciality Manager

Learning Opportunities:

- Masters
- Apprenticeship Opportunities

Team Leader Roles

Typically, Band 5 Roles

Examples:

- Senior Medical Secretary
- Officer
- Project Worker
- Team Leader

Learning Opportunities:

- Degree Level
- Leadership Development
- Apprenticeship Opportunities

Assistant Roles

Typically, Band 3 Roles

Examples:

- Clerical Worker
- Support Secretary
- Administration Assistant

Learning Opportunities:

- GCSE
- NVQ 3
- Keyboard Skills
- Apprenticeships

Getting In Roles

New Apprentice Roles

Example roles:

- Customer Service
- Business Administration
- Medical Administration

Learning Opportunities:

- Functional Skills
- Projects
- Internal Courses
- Shadowing & Coaching
- Qualifications