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CYMRU
NHS
WALES

Partneriaeth
Cydwasaethau
Shared Services
Partnership

Early Careers

Take a look at the career opportunities available at:

NHS Wales Shared Services Partnership

*Delivering Value, Innovation and
Excellence through Partnership*

We are part of the NHS Wales Family. We work across Wales,
supporting the Health Boards and Trusts.

Our Values:

Listening &
Learning



Taking
Responsibility



Working
Together



Innovating



To find out more about the opportunities available, eligibility
and how to apply, scan the QR code with your device.



Our Services



Audit & Assurance Services

We are an experienced team, based across Wales to provide independent, objective assurance and consulting activities designed to add value and improve governance, risk management and control for Welsh health bodies.



Counter Fraud Services

We work to prevent and detect economic crime committed against NHS Wales. It raises awareness of the risk of economic crime by educating NHS employees and Stakeholders. The team is made up of experienced investigators who hold to account those who commit economic crime against NHS Wales.



Employment Services

We provide high volume transactional services and expert advice for Recruitment, Payroll, Pensions, Expenses, Student Award and Lease Cars for NHS Wales. We process 32,000 adverts and 30,500 offers including pre-employment checks, generating 150,000 payslips to staff working in NHS Wales per year. Our services in the primary care sector provide visibility and understanding of the roles and skills of the staff working in the community which is important for planning how care is delivered.



Finance and Corporate Services

We provide Corporate services across the Organisation such as Communications, Information Governance, Health and Safety and Risk Management. Our Finance team is responsible for the monitoring and reporting of the NWSSP budget allocation in addition to partnering with our Services to ensure high standards of financial control and governance.



Laundry Services

We supply all NHS Wales organisations with clean, good quality and decontaminated linen supporting the provision of patient care.



Legal and Risk Services

We provide a comprehensive range of legal services to the health service in Wales. We also host the Welsh Risk Pool which manages claims reimbursement and promotes learning and improvement in patient safety.



Medical Examiner Services

We provide independent scrutiny of all deaths that are not investigated by the coroner. Scrutiny is applied to ensure that an accurate cause of death is recorded, identify any concerns surrounding the death itself which can then be further investigated if required, and take the views of the bereaved into consideration.



People and Organisational Development (HR)

We are a team of professionals, who are responsible for supporting the employee lifecycle from onboarding to exit. We work with the organisation to ensure that our people have the appropriate skills, knowledge and experience to achieve our organisational objectives. We are lucky to have the Welsh Language Team working alongside us, who enable and advise the organisation with Welsh Language service planning and translation services, therefore ensuring that the needs of our people and our customers are met and understood.



Planning, Performance and Informatics Services

Our specialities include Planning, Performance Reporting, Robotics, IT security, Project Management, and Service Improvement. We also host the Wales Infected Blood Support Services (WIBSS).



Primary Care Services

Supporting sustainable primary care through the delivery of professional, clinical and transactional services. Maximising our contribution to the development and delivery of the Primary Care Model in Wales



Procurement, Health Courier Services & Supply Chain

We source and buy goods and services as well as storing, picking, packing and distributing goods, and transporting a huge range of items throughout NHS Wales to ensure that clinicians can do their jobs. We employ sourcing category officers, buyers, receipt and distribution operatives, warehouse operatives and drivers.



Specialist Estates Services

We provide advice and support to the Welsh Government and NHS Wales on a wide range of issues related to the built healthcare environment. Our variety of highly skilled professional and technical staff provide advice on best practice across a range of specialist areas. Our team consists of chartered architects, engineers, surveyors and other technical specialists who use their expertise to advise on a wide range of building, estates and facilities matters including sustainability, design, construction and compliance with relevant guidance and standards.



Surgical Materials Testing Laboratory

We provide medical device testing and technical services to the Welsh NHS, UK Government Agencies and the international medical device industry. This helps Procurement Services and other organisations to undertake evidence based purchasing.



Transforming Access to Medicines (TrAMS)

We deliver a number of pharmacy services including the sourcing, procurement, storage, manufacture and distribution of medicines across NHS Wales.

Below are some of the career entry routes that we offer:

Work Placements

We currently offer short-term unpaid work placements across Wales, intended to provide people with valuable insight into what it may be like to work in our organisation in the future.

Whether you're unemployed, a student, a graduate or postgraduate, or someone looking for a career change, our work placements are open for application.

To enquire about work placement opportunities, please contact:

nwssp.peopleandod@wales.nhs.uk

Apprenticeships



As an Apprentice, you will take on a blended learning approach. Training will be received through a combination of on the job and off the job learning. At the end of your contract, you will receive an Apprentice qualification, gain valuable work experience and skills with us.

Apprenticeships are available to anyone over the age of 16, not in full-time education, and eligible to work in the UK.

To apply for apprenticeships with our organisation, please go to:

<https://nwssp.nhs.wales/working-for-us/current-vacancies/>

The Network 75 Scheme



Provides an opportunity for students to undertake a recognised degree qualification whilst applying their knowledge directly in the workplace. The initiative is administered by the University of South Wales, offering students the opportunity of undertaking a part-time, fully funded degree over five years whilst undertaking a paid work placement with us.

To apply for the scheme with our organisation, please go to:

<https://network75.southwales.ac.uk/apply/>

NHS Wales General Management Graduate Programme

A two-year scheme led by Health Education and Improvement Wales (HEIW) where graduates are placed in one of the thirteen Health Boards, Trusts or Partner Organisations.

Graduates attend a fully-funded master's course in Applied Health Leadership (This is part time over the duration of the scheme).

To apply for the scheme with our organisation, please go to:

<https://nhswalesleadershipportal.heiw.wales/general-management-graduate-programme>

The NHS Wales Finance Academy also offer a Graduate Scheme. To find out more and apply, please go to:

<https://financeacademy.nhs.wales>

Lets hear from our people:



"I have found working and training within NWSSP Legal & Risk Services as a Network 75 student to be an immensely rewarding experience. Working within Legal & Risk has enabled me to develop professionally and personally into a hard working and conscientious individual. I attribute a large portion of the essential skills I have learnt to NWSSP."

Amy Bartlett



"I worked as a HR Business Admin Apprentice within the People and OD Department. I learned how to take minutes, arranged meetings and training for staff. The support I received from the People and OD team throughout my apprenticeship was phenomenal."

Ellie Morgan



"My experience during my placement in Corporate and Finances' Communications Team was a warm and welcome one. I was eagerly greeted by members of my team and others which quickly made me feel at home at the organisation. I later went on to secure a permanent position in the team."

Sam Dicken



"The Graduate Management Trainee Scheme provides exciting opportunities that are valuable and rewarding. I've learnt a great deal and met incredible, supportive, inspiring people. This scheme has allowed me to grow in confidence, develop my skills and knowledge and find the service area that is perfect for me. Following on from this scheme, I have managed to secure a permanent post within the organisation. I'm grateful for the opportunity and I will never forget the experience!"

Georgia Keegan



"As an organisation NWSSP has been so supportive. For me it shows that NWSSP is an organisation invested in the future and invested in continually developing. I feel this has been a vision demonstrated across all the teams I've visited, everyone has been so keen to develop me and really make me feel part of the organisation, nothing has been too much and it's true when people say no question is a silly question!!"

Laura Price



"In my role as an Apprentice, I work with a small team of maintenance staff where we have electrical and mechanical tradesmen within the laundry. My work in the laundry includes day-to-day electrical/mechanical maintenance of the laundry machines as well as fault finding and repairing machines when they break down. I enjoy my job within the laundry and feel as if I have been given a great opportunity."

Zakary Griffiths



"Without the offer of work experience I really don't know where my working life would be. NWSSP believed in me and wanted to help me get back into work. I have been lucky to work with amazing people who have believed, supported, encouraged, and helped me grow within the organisation. I am extremely grateful knowing they gave me a chance. I needed time to rebuild myself as I re-entered the working world and that was supported every step of the way."

Kerry Flower-Fitzpatrick



"My journey in NHS Shared Services Partnership (NWSSP) Specialist Estates Services (SES) began in September 2018 as a Network 75 student. During my time at NWSSP SES, I have had the privilege of working on several large and high-profile projects. Having now completed my fifth and final year as a Network 75 student, my competence has increased to a level where I feel confident to perform testing onsite alone and answer challenging questions from contractors and clients."

Aran Chaplin



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In our organisation, we have services which deliver administrative and operational support to the NHS in Wales.

The diversity of our organisation means that we employ a variety of people and professionals. Some of the job roles in our organisation include:



Accountants



Administrators



Drivers



Engineers



Investigators



Solicitors

So what are **you** waiting for?
Come join us!

If you would like to find out more about us, please visit any of our below websites or social media platforms. Alternatively, for any enquiries, please contact:



nwssp.peopleandod@wales.nhs.uk



<http://nwssp.nhs.wales>



[@NWSSP](https://twitter.com/NWSSP)



[@NHS Wales Shared Services Partnership](https://www.linkedin.com/company/nhs-wales-shared-services-partnership)