

Person specification

Modern Apprentice – Digital Technology (Software Development)

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> No formal qualifications required. Applicants should demonstrate an interest in software development and digital technology, with evidence of prior learning or engagement in this area. 	<ul style="list-style-type: none"> National 5 / Higher in Computing Science or related subject Completion of relevant online courses (e.g. coding, web development) Portfolio or examples of digital or coding work
Experience and knowledge	<ul style="list-style-type: none"> Basic understanding of how software or web applications are developed Some experience of writing code (e.g. through education, self-study or projects) Familiarity with computers and common applications Awareness of how digital systems are used within organisations Ability to plan tasks and activities 	<ul style="list-style-type: none"> Knowledge of at least one programming language (e.g. PHP, JavaScript, Python) Awareness of version control practices for code Understanding of testing or debugging approaches Awareness of accessibility or user experience principles

Attributes	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to learn and apply new technical skills • Good problem solving and logical thinking skills • Attention to detail when working with code or data • Maintain confidentiality and handles sensitive information with discretion. • Ability to work independently and collaboratively as part of a team. 	<ul style="list-style-type: none"> • Ability to analyse problems • Ability to explain technical concepts clearly
Personal qualities and attitudes	<ul style="list-style-type: none"> • Works collaboratively with others appreciating and respecting their viewpoint and values. • Upholds ethical standards, organisational values and compliance with policies, procedures and legal regulations. • Demonstrates curiosity and enthusiasm for technology and development • Shows initiative in learning and improving technical skills • Takes responsibility for own work and development 	

Key performance outcomes	Essential	Desirable
Effective communication	<ul style="list-style-type: none"> • Good use of verbal and written communication skills with contacts. • Uses the appropriate communication, style and methods depending on the audience. • Listens actively to people, questions and checks understanding. 	
Planning and organising	<ul style="list-style-type: none"> • Manages workload and apprenticeship requirements effectively • Attention to detail in tasks. • Completes tasks on a timely basis. 	
Flexibility	<ul style="list-style-type: none"> • Performs a variety of tasks across different areas of work. • Remains resilient and composed when under pressure to complete tasks. • Has a willingness to consider alternative viewpoints and present new ideas to improve performance. 	
Team Working	<ul style="list-style-type: none"> • Works collaboratively with contacts across the organisation. • Demonstrates personal commitment when working with colleagues. • Offers assistance and support to fellow team members when needed. 	

Key performance outcomes (continued)	Essential	Desirable
Personal Accountability and Responsibility	<ul style="list-style-type: none"> • Maintains a high standard of work and actively seeks out continuous improvement. • Demonstrates the organisations values in all areas of work. • Takes responsibility for identifying and addressing areas of personal and professional development. 	