

# Vacancy Newsletter

## 12 November 2021

east lothian  
**works**

**Role:** Junior QA Software Tester  
**Company:** Legado  
**Location:** Edinburgh

Legado is a B2B company, existing to help customers get everything important organised once and for all.

We're looking for a **Junior QA Software Tester** to join our growing team at **Legado**. The ideal applicant will be someone who can help develop the testing process and strategy, solve problems, and drive development quality.

### **In The Role You Will**

- Explore and understand the application under test and its context
- Identify issues and risks within the application
- Estimate, prioritise, plan and coordinate testing activities.
- Identify, record, document thoroughly and track bugs.
- Perform manual and automated testing.
- Perform thorough regression testing when bugs are resolved.
- Work extensively within the Microsoft Azure Devops
- Participate in daily team stand-ups, sprint planning and ensure the team stick to Agile principles
- Support our Senior QA Tester and the wider Legado staff

### **Must Haves**

- A desire to investigate system requirements and problem-solve any "defects / bugs", and to see tasks through to completion, sometimes to short notice.
- Good knowledge of software QA methodologies, tools, and processes.
- The ability to work with other members of the Software Development Team to learn how to help scope out requirements and identify processes with a methodical approach.
- Ability to provide administrative support to the Team (i.e. meeting minutes, monthly reports, permissions/security matrix and User Guides)
- Self-motivated and team-orientated with a passion for developing high-quality software.
- Demonstrates strong collaboration skills.
- Good verbal and written communication skills.
- Exceptional attention to detail.
- Critical thinker and problem-solving skills.

If you're not sure that you exactly fit the above criteria, get in touch anyway. Personality and attitude is just as important as experience!

If you are interested please email us at [hello@joinlegado.com](mailto:hello@joinlegado.com) with your CV and we'll be in touch.

[Junior QA Software Tester \(joinlegado.com\)](https://joinlegado.com)

**Role:** Business and Administration Modern Apprentice  
**Company:** Scottish Qualification Authority  
**Location:** Edinburgh

### **About SQA**

The Scottish Qualifications Authority (SQA) is Scotland's national awarding and accreditation body. We develop and manage thousands of qualifications that are delivered in schools, colleges, and workplaces not just here in Scotland, but around the world.

### **A Modern Apprenticeship at SQA**

A Modern Apprenticeship at SQA will give you the knowledge and transferable skills you need to get your career off to a great start. Our established one-year programme offers the successful applicants the chance to develop valuable work-based skills and experience from day one. You will be part of an innovative public sector organisation and will serve a 12-month placement within a business area while working towards a Scottish Vocational Qualification (SVQ) in Business and Administration.

### **About the role**

As a Modern Apprentice you will develop your business and administration skills by playing a key role in your team with meaningful work activity and responsibilities whilst gaining valuable skills.

Throughout your Modern Apprenticeship you will also work closely with a Career Development Mentor to help you identify your career goals and gain the right experience for you and your ambitions.

### **Responsibilities**

Over the course of your Modern Apprenticeship, you will provide administrative support to a business area, and gain practical knowledge and experience in a variety of working environments:

- providing administrative support to business areas across SQA such as diary management for teams, room bookings, raising and processing purchase orders and invoices, and communicating with other teams and external colleagues;
- following SQA's current process and procedures, and contributing to our continuous improvement commitments
- providing a high level of customer service, by responding to queries quickly and accurately, and building and maintaining positive customer relationships; and

You will also be responsible for working towards your SVQ qualification. Time will be set aside for you to do this and you will also be assigned an assessor who will assist you with the completion of your SVQ in Business and Administration, [www.sqa.org.uk/sqa/74741.html](http://www.sqa.org.uk/sqa/74741.html)

As a Modern Apprentice, you will also act as a positive ambassador for Young Talent @ SQA at internal and external events.

### **What is the Entry Criteria?**

There are no formal entry requirements for the one-year Modern Apprenticeship Programme however you must be aged 16-19 or up to age 29 for those who are disabled or care experienced.

**Closing Date: 21.11.2021**

**Please note that informal chats will be held week beginning 22<sup>nd</sup> November 2021 and formal interviews will be held week beginning 29<sup>th</sup> November 2021.**

[Modern Apprentice](#)

**Role:** Digital Office Assistant  
**Company:** QA Apprenticeships  
**Location:** Musselburgh

You will provide a comprehensive and reliable administrative service to Brightwater stakeholders both within and out with the organisation through multiple channels of communication.

Within this role it will be key to have good customer service skills to ensure all stakeholder relationships are running smoothly.

At Brightwater our company culture is to always look to see how we can develop and progress our teams skills.

#### **What will I learn?**

- Deliver excellent customer service
- Communicate with customers using telephone and outlook
- Operate Office software to extract information
- Operate CRM to create opportunities, quotations and job files.
- Input and manipulate data in Microsoft Excel
- Ad hoc administration tasks

#### **What qualification or qualities are required?**

- Enthusiasm to work & make a difference
- Good people skills
- Strong communicator
- Ambitious, strong work ethic

#### **Additional Information:**

- Salary £15,000 - £18,000 per annum
- 8:30am - 5pm Monday to Friday
- On-site parking is provided.
- 28 days holiday apply, including Public Holidays
- We undertake 6 monthly Personal Development planning meetings, we always look at the team members' likes and interests and see how we can help develop and enhance their working experience.

[Digital Assistant](#)

**Role:** Modern Apprentice  
**Company:** East Lothian Council  
**Location:** Dunbar

**Rate of Pay**

Under 18 years :	£4.62 per hour	18-20 years :	£6.56 per hour
21-22 years :	£8.36 per hour	23+:	£8.91 per hour

**Days and Hour of Work:**

Monday to Thursday 8.15am to 4:15pm, Friday 8:15am to 1:15pm

This is a 39 week sessional post i.e. working hours will be during school term time plus in-service days until the end of the academic session June/July 2023

An exciting opportunity has arisen for a Modern Apprentice to join the team at Dunbar Primary School.

**Eligibility Criteria**

As part of East Lothian Council's 'Support for Employability' commitment to promote youth opportunities in the County, this post is open to those who are aged 16 – 19 and reside in East Lothian. (For those who are disabled or care-experienced, this is extended up to and including age 29). You will be asked to confirm you meet this criteria when you complete the application form. *All candidates indicating in their application that they are from a care experienced background, or have a disability are guaranteed an interview if they meet the minimum essential criteria required for the job (as per the Person Specification).*

**Job Details**

To undertake a Modern Apprenticeship Business Administration Level 3 and provide an efficient and effective clerical support to the School.

*Please download the Job Outline/Person Specification (available under 'Job Attachments') for the full range of tasks and duties associated with this job. You will need to refer to these in order to complete the application form. You must ensure you meet every 'essential' criteria stated on the Person Specification to be considered for interview.*

**Job Requirements**

**Relevant Qualifications**

A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

**PVG Membership**

This post is considered as Regulated Work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007. ***All preferred candidates for posts carrying out regulated work with these groups will be required to become a PVG Scheme member, or undergo a PVG Scheme update if they are already a member, prior to any formal offer of employment being made by East Lothian Council.***

If you require further information about this vacancy, please call 01620 827868, or email us on [recruitment@eastlothian.gov.uk](mailto:recruitment@eastlothian.gov.uk)

[Modern Apprentice \(Business Administration\)](#)

**Contact:**

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