



**Healthcare**

**Apprenticeships**

## **NICOLA DAVIES**

The Dudley Group NHS Foundation Trust

### **CURRENT ROLE**

Executive Assistant

### **FOR MORE INFORMATION:**

<https://haso.skillsforhealth.org.uk/higher-development-award/>

### **HOW DID YOU GET INTO YOUR CURRENT ROLE?**

I have worked at the Dudley Group since 2009. I moved to an admin role in 2017 and was able to complete a Medical Administration Apprenticeship in that role which ended in 2020. I moved to the position of Medical Secretary for 3 years and then moved into my current role as Executive Assistant for the Governance Director.

### **WHY DID YOU WANT TO UNDERTAKE THE HIGHER DEVELOPMENT AWARD?**

I enjoy continually learning and wanted to develop managerial skills for potential career progression.

### **HOW HAVE YOU BENEFITTED FROM COMPLETING THE HIGHER DEVELOPMENT AWARD?**

I am due to complete this award in June 2024, but I feel that the course so far has helped me grow in confidence.

### **WHAT HAS BEEN YOUR PROUDEST ACHIEVEMENT TO DATE?**

Progressing at the Trust from a band 2 to a band 5

### **WHAT DO YOU WANT TO DO NOW THAT YOU HAVE COMPLETED THE HIGHER DEVELOPMENT AWARD?**

Continue with my role in the corporate area of the hospital and manage staff in a supportive and inclusive way.