



<b>Title</b> <i>Graduate Trainee</i>	<b>Department</b> <i>Chief Executive's</i>	<b>Post Ref.</b>
<b>Job Purpose</b> You will be involved in the coordination and delivery of specified work driving transformational change across the Council, to ensure continued delivery of efficient and cost effective services.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To plan and deliver specific pieces of work or discreet pieces of projects.</li><li>2. Carrying out surveys, research and consultations to support the delivery of specific projects.</li><li>3. Analyse and interpret information to identify and manage project risks and interdependencies.</li><li>4. To monitor budgets and consider financial implications of decisions.</li><li>5. Manage small team of individuals around specific pieces of work to achieve successful outcomes.</li><li>6. Communicate findings of strategic needs both in clear and coherent written form as well as via presentations to key stakeholders as required.</li><li>7. Effectively engage and communicate with all internal and external stakeholders to enhance service delivery.</li><li>8. Present a wide range of information in a variety of formats and to diverse audiences.</li><li>9. To undertake data analysis, critical analysis and evaluation to support decision making.</li><li>10. Undertake work as appropriate to ensure the smooth progress of placements.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>11. Enhance the development of the business and influence the future direction of the council.</li><li>12. Planning, organising and managing resources to deliver required outcomes.</li><li>13. Building strong working relationships and enabling effective communication with all stakeholders.</li><li>14. Effective monitoring of an identified budget.</li><li>15. Effectively lead others to motivate and improve performance.</li><li>16. Understand data security and management, and effective use of technology.</li><li>17. Operate in a politically neutral way and make sound decisions within a political environment.</li><li>18. Taking personal responsibility for planning and managing own future career within the council</li></ol>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

## ***Person Specification***

### ***Experience, Knowledge and Qualifications***

1. 2:1 degree or above. If your degree was not obtained in the UK, it must be the equivalent of a UK degree and meet the required grade
2. Level 2 in English and Maths (equivalent to GCSEs at grades A\* to C)
3. Demonstrate continued professional development since graduation
4. Demonstrable ambition to make a career in public services and awareness of the role of Local Authorities

### ***Skills and Abilities***

13. High level of planning skills with the ability to use own initiative to plan and manage work programmes and projects
14. Demonstrate strong communication skills including the ability to negotiate and influence
15. Ability to use a wide range of technology effectively
16. Excellent team working skills, including working collaboratively to achieve organisational success.

### ***Personal Skills and General Competencies***

5. Flexible to the needs of the organisation.
6. Creative, innovative and enterprising when seeking solutions to business needs.
7. Positive and adaptable, responding well to feedback and open to new ways of working.
8. A desire to drive innovation and improve efficiency and effectiveness.
9. Ability to reflect on own performance, working style and its impact on others.
10. Possess the drive to achieve in all aspects of work.
11. Demonstrate resilience and accountability.
12. Able to operate within organisational values.

### ***Role Dimensions***

1. The role will support the work of a number of projects and initiatives within the County Council in line with the Graduate Development Programme. Trainees will have a number of placements across different teams and departments. Each placement will last up to 6 months. A placement planning process will be used to allocate trainees to different placements over the length of the programme
2. The role will require the completion of a relevant leadership and management qualification as stipulated by the authority.
3. The role will at times involve leading a small team/group of individuals on discreet pieces of work that will require them to direct and co-ordinate activities within specific timescales. There would also be direct responsibility for members of staff such as apprentices where appropriate.
4. The post holder will be required to organise their own workload and will make decisions as to when and how duties are to be carried out. A high level of initiative and independence is required in the role.

5. The post holder will be responsible for monitoring of a budget. They will need to ensure project activities are within the allocated budget. They will allocate spend and monitor the shortfalls and overspends and take action accordingly.