

Job Description

Graduate Trainee

Final

April 2018

POST:	Graduate Trainee
SERVICE:	Various
SECTION:	Various
BAND:	4
REPORTS TO:	Line Manager
RESPONSIBLE FOR:	N/A
TYPE:	Mobile worker in the office

All Council posts are covered by National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

To support Basildon Borough Council managers in their strategic as well as day-to-day roles and to deliver projects independently as well as within teams. The postholder will assist the Council in delivering its service objectives whilst gaining experience for a career in the public sector.

GENERAL INFORMATION

The postholder will work within a variety of Council departments under the supervision of Service Managers. Our Graduate Trainee's will oversee and lead on a diverse work programme as well as partaking in individual personal development within the role. The programme is sponsored by the Chief Executive and managed by the Learning and Organisation Development team and the Head of Executive Support.

DUTIES

1. Manage time-limited projects across the functions of the Council. Undertake research which enables elected Members to deliver Basildon's 6 Promises.
2. Challenge assumption and orthodoxy within the Council by developing new and innovative methods of commissioning services.
3. Demonstrate commitment to continuous personal and professional development by exploring learning opportunities within and outside the Council.

4. Embark on a journey of personal development making the demonstrable shift from a graduate to a credible and respected asset to the organisation.
5. Seek opportunities to improve your knowledge of local government, learn about elected members and politics, partners and most importantly, learn about the services we commission and the people who use them.
6. Develop communication and presentation skills to be able to operate effectively in a potential future management role.
7. Comply with the Council's Constitution, policies and governance arrangements.
8. Undertake all the duties within the framework of Equal Opportunities.
9. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
10. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

ADDITIONAL INFORMATION

The targets against which trainees will be held accountable at appraisal time are those agreed by the line manager.

PERSON SPECIFICATION

Position Title:	Graduate Trainee	Date Prepared:	7th October 2016
Department:	Various	Band:	4

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	KNOWLEDGE AND EXPERIENCE			
1.1	Understanding of Local Government and an insight into how it needs to change	✓		AF/I
1.2	IT Skills – with experience in using Microsoft Office programmes	✓		AF/T
1.3	Experience of building relationships with a variety of different stakeholders		✓	I/T
1.4	Experience in writing reports to a good standard in appropriate styles	✓		AF/T
1.5	Experience in managing your own time with the ability to work under pressure and achieve pre-determined and conflicting deadlines	✓		AF/I
1.6	Understanding of how to manage a project from start to finish with the ability to understand the uses and limitations of project planning techniques and to use them to deliver a project	✓		AF/I
2.	SPECIAL ABILITIES			
2.1	Excellent verbal and written communication skills and the ability to communicate effectively with colleagues, senior management, including those from other departments and disciplines	✓		T/I
2.2	Ability to think creatively and innovatively to achieve a satisfactory outcome	✓		T
2.3	Intrinsic motivation, positive attitude and a personal commitment to continued professional development	✓		AF/I
2.4	Ability to use initiative to seek solutions to simple and complex problems	✓		T/I
2.5	Methodical approach with the ability to conduct research, accurately analyse, evaluate and review information	✓		AF/T/I
3.	COMPETENCIES			
	RELATING AND NETWORKING			
3.1	<ul style="list-style-type: none"> • Establishes good relationships with customers and staff • Builds wide and effective networks of contacts inside and outside the organisation • Relates well to people at all levels • Manages conflict • Uses humour appropriately to enhance relationships with others 	✓		T

	REQUIREMENTS	Essential	Desirable	Assessed
3.2	<p>PRESENTING AND COMMUNICATING INFORMATION</p> <ul style="list-style-type: none"> • Speaks clearly and fluently • Expresses opinions, information and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility 	✓		T
3.3	<p>WRITING AND REPORTING</p> <ul style="list-style-type: none"> • Writes clearly, succinctly and correctly • Writes convincingly in an engaging and expressive manner • Avoids the unnecessary use of jargon or complicated language • Writes in a well-structured and logical way • Structures information to meet the needs and understanding of the intended audience 	✓		T
3.4	<p>ANALYSING</p> <ul style="list-style-type: none"> • Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system 		✓	T
3.5	<p>LEARNING AND RESEARCHING</p> <ul style="list-style-type: none"> • Rapidly learns new tasks and quickly commits information to memory • Gathers comprehensive information to support decision making • Demonstrates a rapid understanding of newly presented information • Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback) • Manages knowledge (collects, classifies, and disseminates knowledge of use to the organisation) 	✓		T
3.6	<p>ACHIEVING PERSONAL WORK GOALS AND OBJECTIVES</p> <ul style="list-style-type: none"> • Accepts and tackles demanding goals with enthusiasm • Works hard and puts in longer hours when it is necessary 	✓		T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities Seeks progression to roles of increased responsibility and influence. 			
4.	EDUCATION AND TRAINING			
4.1	University Degree	✓		AF