

JOB DESCRIPTION

POST:	Graduate Management Trainee
SERVICE/ SECTION:	Various Council Service Areas

All posts currently covered by NJC conditions of service.

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.

SERVICE INFORMATION

The post holder will work within a variety of council departments under the supervision of Service Managers. Our graduate trainees 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 Learning and Organisational Development Team and the Head of Executive Support.

DUTIES

- Manage time-limited projects across the functions of the Council. Undertake research which enables elected Members to deliver Basildon's 6 Promises.
- Challenge assumption and orthodoxy within the council by developing new and innovative methods of commissioning services.
- Demonstrate commitment to continuous personal and professional development by exploring learning opportunities within and outside the Council.
- Embark on a journey of personal development making the demonstrable shift from a graduate to a credible and respected asset to the organisation.
- 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.
- Develop communication and presentation skills to be able to operate effectively in a potential future management role.
- Comply with the Council's Constitution, policies and governance arrangements.
- Any other duties commensurate with the grade of the job and with regard to the Guidelines contained in the Code of Practice for the elimination of discrimination in the field of employment against disabled persons or persons who have a disability.

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:	June 2015
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AF= Application Form	I= Interview	T= Test
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	Person Specification	Essential	Desirable	Method of Assessment
	EXPERIENCE			
1.0	Understanding of Local Government and an insight into how it needs to change	✓		AF/I
1.1	IT Skills – with experience in using Microsoft Office programmes.	✓		AF/ T
1.2	Experience of building relationships with a variety of different stakeholders.		✓	T/ I
1.3	Experience in writing reports to a good standard in appropriate styles.	✓		AF/ T
1.4	Experience in managing your own time with the ability to work under pressure and achieve pre-determined and conflicting deadlines.	✓		AF/ I
1.5	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
2.0	SPECIAL ABILITIES/COMPETENCES			
	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
2.1	Ability to think creatively and innovatively to achieve a satisfactory outcome.	✓		T
2.2	Intrinsic motivation, positive attitude and a personal commitment to continued professional development.	✓		AF/ I

2.3	Ability to use initiative to seek solutions to simple and complex problems.	✓		T/I
2.4	Methodical approach with the ability to conduct research, accurately analyse, evaluate and review information.	✓		AF/T/I
3.0	EDUCATION AND TRAINING University Degree	✓		AF