

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Graduate Management Trainee</b>
<b>Service:</b>	Policy & Governance
<b>Team:</b>	Various
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Learning and Development Officer
<b>Responsible for:</b>	Not applicable
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>• To learn about all aspects of the local authority in order to fast track a career working in local government.</li> <li>• To undertake a variety of placements across the council which enabling postholder to develop a high level of key competencies and skills and contribute to the effectiveness and success of the Council.</li> <li>• To allow the postholder to realise their leadership potential in a vibrant and</li> </ul>	

rapidly changing sector.

## MAIN DUTIES AND ACCOUNTABILITIES

- To undertake a variety of placements over two years across a range of council services, including corporate, front-line and support services. Placements will typically last from 3-9 months and entail a significant level of responsibility and impact.
- To carry out the responsibilities of each placement as agreed with the line manager, delivering agreed outcomes to agreed timescales.
- To pro-actively work to develop the range of skills needed to become a future leader in local government and to plan and design work placements accordingly.
- To take advantage of opportunities to network with senior staff and other graduate trainees to build up a strong network across the organisation.
- To participate in the recruitment, selection and mentoring of apprentices in Waverley's apprenticeship scheme.
- To participate in the recruitment, selection and mentoring of graduate trainees in subsequent intakes.
- To participate in, and co-ordinate ad hoc corporate projects as required, including managing the Council's staff volunteering scheme.
- To contribute to continuous improvement and the achievement of best value.

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

### **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

## DIMENSIONS OF THE ROLE

- The Graduate Trainee will undertake at least three placements in a variety of services.
- The role is high profile and at times you will be working with senior management and other organisations to deliver business transformation projects.
- You will be expected to present ideas and concepts to officers and councillors and to deliver high quality work, sometimes within short time scales and under pressure.

## AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The areas of accountability will depend on the placement but the Graduate Trainee is responsible for the day to day running of the apprenticeship scheme, volunteering and charity activities.

## PLANNING/ORGANISING/CONTROLLING

- Delivering projects within specified timescales.
- Keeping stakeholders updated in respect of the progress of projects.  
Planning workload with often conflicting deadlines.

## CUSTOMERS AND CONTACTS

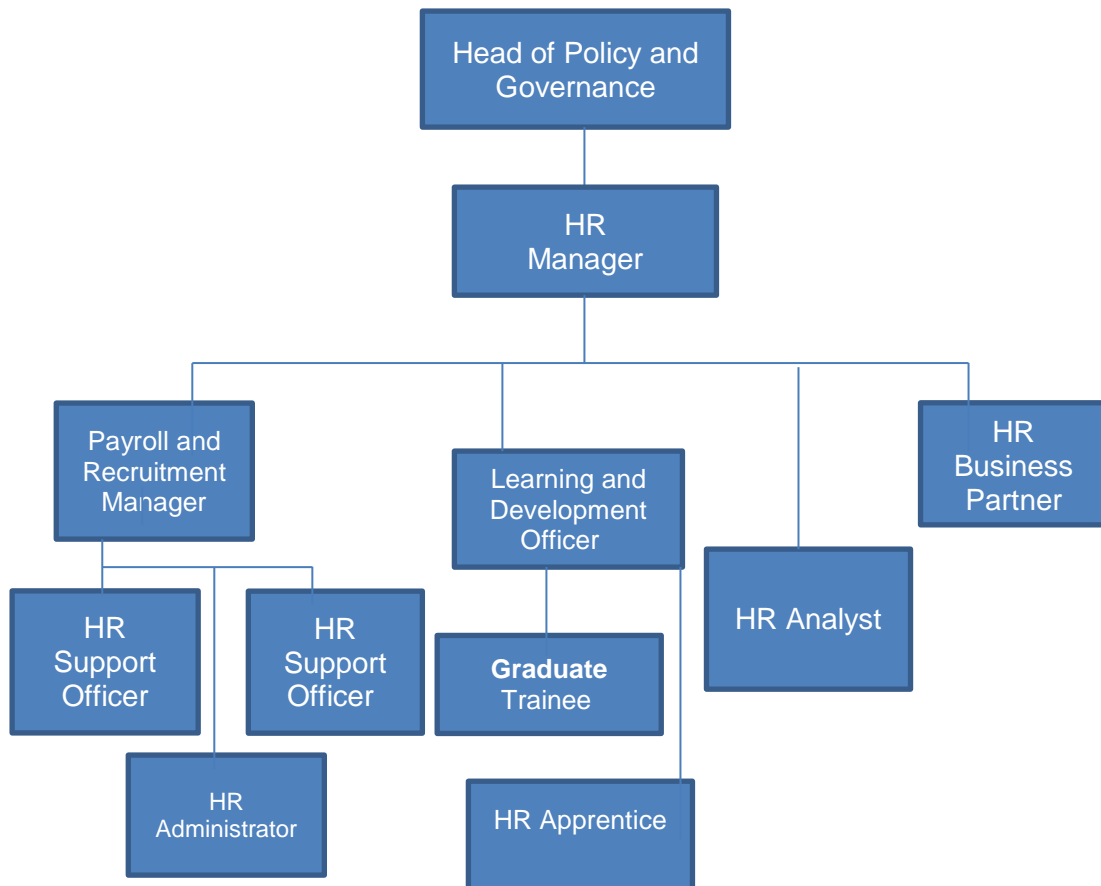
### INTERNAL

- All council staff including Heads of Service and Corporate Management Team.
- Elected members of the Council.

### EXTERNAL

- Residents and community groups.
- Officers of neighbouring local authorities and Surrey County Council.
- Contractors and external service providers.

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Minimum 2:1 degree in any subject	<b>A/C</b>		
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Good IT skills (preferably word processing, spreadsheets, PowerPoint, updating web pages and databases.)	<b>A/I</b>	Knowledge of Safeguarding	<b>A/I</b>
	Problem solving using innovation and creativity to identify, analyse and interpret relevant information from a range of sources.	<b>A/I</b>	An understanding of key leadership styles and how these can be applied in the current context of leading local government through times of unprecedented change.	<b>I</b>
<b>COMMUNICATION</b>	Ability to communicate persuasively with confidence both orally and in writing.	<b>A/I/E</b>		
	Ability to influence and appropriately chose the right style of communication to fit the audience	<b>A/I/E</b>		
<b>CUSTOMER SERVICE</b>	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	<b>I</b>	Understanding of the leadership role local government has through local democracy, community engagement, commissioning, partnerships, and direct interventions.	<b>A/I</b>

	The ability to understand the needs of a local community in the current policy context	<b>A/I</b>		
<b>TEAM WORKING</b>	The ability to operate effectively with others and demonstrate an understanding of diversity, political sensitivity, and emotional intelligence	<b>A/I</b>		
	To be able to bring people together in order to lead change and meet customer /stakeholder expectations on time and within cost constraints	<b>A/I</b>		
<b>MANAGING SELF AND OTHERS</b>	The ability to manage time and prioritise work effectively to achieve objectives and deliver outcomes focusing on the relevant key drivers for change.	<b>A/I</b>	A positive approach to dealing with challenges or setbacks and to learn from all experiences and apply knowledge / skills to better effect.	<b>A/I</b>
	The ability to proactively seek out opportunities for personal learning and development.	<b>A/I</b>		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	The ability to act on own initiative and take responsibility for decisions to achieve results.	<b>A/I</b>	The ability to look for and develop solutions in a commercial environment showing an understanding of how to work in a more entrepreneurial way to achieve results.	<b>A/I</b>
	Tenacity to pursue goals and challenge the status quo to bring about change.	<b>A/I/E</b>		
	Flexible and adaptable work style	<b>A/I</b>		
<b>SPECIAL REQUIREMENTS</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item	<b>A</b>		
	Able to attend evening meetings when required.	<b>A</b>		

**How assessed**

- A = Application CV/Personal Statement  
 C = Certificates/professional Registration  
 D = DBS police check  
 E = Exercise  
 I = Interview  
 M = Medical assessment

**Basic Disclosure Clearance- Government Requirement for Accessing Council and Government Data**

To comply with the Public Sector Networks (PSN) “Code of Connection”, Waverley Borough Council, like other public organisations, need to undertake basic disclosure checks for unspent convictions only, in respect of those staff who will access our IT systems. As a result, a Police Act Disclosure form, together with Guidance Notes, will be sent to you if you are successful in the appointment of this post.

For Official Use only			
<b>Job title:</b>	Graduate Management Trainee	<b>Post no:</b>	AA12
<b>Service:</b>	Policy and Governance	<b>JE score:</b>	N/A
<b>Team:</b>	HR	<b>Pay band:</b>	Grad
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>2</b>	
	Customer Service:	<b>2</b>	
	Team Working:	<b>2</b>	
	Managing Self and Others:	<b>2</b>	
	Can do approach/Results	<b>2</b>	
<b>REVIEWED BY:</b>	<i>Robin Taylor</i>	<b>DATE:</b>	Nov 2018
<b>CHECKED IN:</b>	HR	<b>DATE:</b>	Nov 2018
<b>LAST UPDATED:</b>	August 18	<b>DATE:</b>	