

The Opportunity



Job Title:	Graduate Management Trainee
Grade:	H7 - H9 (£23,866 - £33,136 p.a.)
Reports To:	Head of Improvement
Department:	Resources
Team:	Varying with placements

Purpose of the Job

To assist senior managers during the 2 year programme with a variety of strategic and operational projects in various placements across the authority.

To gain unique insights into the front line, operational delivery and corporate management of county council services. in preparation for leadership and management roles.

Additional Information

- Graduates receive a personalised two year development programme tailored to ensure trainees unlock their potential and are prepared for an appropriate job afterwards.

Placements

- Graduates will typically experience 3-5 placements which are designed to give trainees a wide overview of local government and develop a broad set of transferable skills. Graduate trainees are given the opportunity to shape their placements and projects. Rotations are based on where the most interesting and stretching pieces of work are together with each graduate's skills, areas for development and personal preferences.
- Placements will generally be with one of our key service departments including:
 - Children's Services: placing the interests of children firmly at the centre of everything we do and working together to help children in Hertfordshire to develop to their full potential in a safe and thriving environment
 - Community Protection is dedicated to protecting life and property through services such as Fire & Rescue, Trading Standards and our County Community Safety Unit (a partnership with the police to work for a safer Hertfordshire)
 - Environment seeks to make Hertfordshire a better place to live, work and travel around. It looks after the highway, promotes public transport, disposes of household waste, conserves and enhances the countryside and oversees plans for transport, major housing projects and mineral extraction.
 - Adult Care Services: work very closely with the NHS and others to plan, commission and deliver prompt, effective social care services for adults in need of help.
 - The Public Health service commissions services and works with other organisations to improve the health and wellbeing of the people of Hertfordshire

- The Resources department develops and communicates the strategic direction of the County Council as a whole, and includes professional support services such as finance, legal, human resources, and property. It also includes our libraries and customer service teams.

- There may also be the opportunity to spend a placement with one of our many partner organisations including Health and District Councils.

- Trainees will also have the opportunity to work with, and shadow, elected Members e.g. briefing Members and supporting panels and committees. This will help to develop their understanding of the democratic process and its role as a foundation of local government.

Learning & Development

- During the programme the trainee will be supported by a range of experienced managers including the scheme lead and scheme manager as well as a placement manager; a senior manager responsible for the area of work covered by each specific placement.
- The programme begins with induction into the organisation including spending time with a frontline service, meeting the graduate cohort and scheme leads.
- Graduates are provided with development in key leadership and management skills. This includes formal training and development sessions and masterclasses tailored to key issues relevant for them experience as well as access to our wider learning and development programmes.
- Throughout the scheme you'll spend time with our senior leaders (including our Chief Executive and Leader of the Council) and in the second year, work with a senior manager mentor to help you focus on developing your career path.
- Graduates are assigned a peer buddy to support them on the scheme.

Main Areas of Responsibility

To implement a variety of business strategies to deliver service improvement across the organisation.

To translate national and local legislative and policy changes into proposals for implementation and make recommendations on a range of complex areas to management boards.

To use project management approaches and support others in and the delivery of more complex programmes/projects and plan, develop, and deliver service improvement. Benefits of these projects include making a positive impact to the budget of the county council.

To evaluate services and review processes through research, data analysis and stakeholder engagement and identify recommendations for change.

To encourage and facilitate opportunities for innovation and new ways of working.

To work within sensitive political environments and to develop a thorough working knowledge of democratic processes and the roles of central and local government, To actively participate in partnership working and develop experience of building effective working relationships with a wide range of internal and external stakeholders.

Depending on the nature of the placement there may be the opportunity for some line management responsibility.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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Person Specification

Qualification

Minimum 2:1 Undergraduate Degree in any discipline: a degree relevant to public services is not essential.

Experience Ambition - We are seeking ambitious candidates. You must display / evidence the ambition to take your career into a senior local public sector leadership role, to set the vision and strategy for public services. Evidence of commitment to public service through for example through prior work experience or volunteering activities undertaken in the public or third sector would therefore be advantageous.

Knowledge

Understanding/Interest in Working within the Public Sector: We will expect the trainee to develop their current level of understanding of the democratic processes, complex public service delivery, and the respective roles of central and local government, and partners such as the NHS, Police and Voluntary sector.

Minimum Skills

Numeracy: Confident in handling and interpreting numerical data. You will be expected to review and analyse data such as budget management and performance data.

Literacy: Ability to produce clear and articulate written work. The trainee will be required to write reports intended for service board level.

Verbal Communication: The ability to relay and gain information, influence people, build working relationships and present themselves confidently to individuals and groups is essential for this role.

Team Working: You must be able to demonstrate your ability to quickly establish yourself and work effectively as a team member, demonstrating a diligent and diplomatic approach to working in a variety of different teams.

Problem Solving/Creativity/Innovation: The ability to analyse issues and identify solutions. The trainee must also be a self-starter who has the ability to act resourcefully to solve problems, think creatively and move things forward using their own initiative.

Strategy: You must be able to think strategically and be able to translate these strategies into local context and practical steps.

ICT

You will be able to work confidently with a range of ICT packages including Microsoft Office suite, web browsers and applications.

“The graduate scheme has continually challenged me which has helped me to develop skills I didn't know I had.”

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bakul.bansal@hertfordshire.gov.uk

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