
Recruitment information

Job description and person specification

Your title	Graduate Management Trainee
Post number	PES348
Your team	Organisational Development
You would be based	Civic Centre, Esher (currently working remotely, moving to hybrid working in line with Government guidance)



Elmbridge
Borough Council
... bridging the communities ...

About the role

From managing projects to drafting policy and strategy, you'll take on early responsibility and make a real contribution towards improving the quality, accessibility and efficiency of public services in Elmbridge.

The main purpose of the role:

On the scheme, you will undertake a number of placements in key areas of the council:

- Community Support Services – You'll provide vital support to the team as our Centres for the Community reopen to the public, and provide support to our older and vulnerable people in our community
- Housing - During this placement you will be supporting the team with project management and research across a range of key work areas including our work to increase affordable housing in Elmbridge
- Democratic Services – You will be working on supporting the delivery of local elections, and seeing the democratic process in action
- Environmental Services – You'll work on the council's response to climate change and energy management
- Leisure and Cultural Services – During this placement you will be supporting the team with project management and research across a range of key work areas such as green spaces and countryside estates, leisure facilities and development and more
- Organisational Development – You will have regular weeks with the OD team between placements, where we'll support you and your development as you progress through the programme

Your specific role during these placements will vary and will involve you working on high profile projects. We want you to gain a balanced understanding of the way the council works while gaining an overview of the organisation.

Specific duties and responsibilities

- As a trainee on our management programme, you'll get the chance to develop your management and project management skills and achieve recognised qualifications.
- We offer graduates the opportunity to study for Prince 2. To supplement this, you will also study for a Management qualification.
- You will also have access to our suite of e-learning and an extensive range of other development courses.
- You are fully supported from day one and will be allocated a mentor and a placement manager, as well as receive ongoing support from the Organisational Development Team.
- To fully participate and engage with the Management Graduate programme and completing all components of the structured development plan, including a rotational placement programme.
- To report to your Placement Manager(s) and take ownership for the completion of all allocated tasks to the best of your ability.
- To maintain a Personal Professional Development Log (PPDL)
- To gain an understanding of the different service areas, including the Council's vision, priorities, services, and customers.
- To actively seek opportunities to develop skills and knowledge.
- Undertake any other duties determined by the Policy Manager as appropriate commensurate to the post

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Graduate Management Trainee
Team: Organisational
Development
Salary: £26,267 per annum

Post no: PES348
Hours: 36 hours
Car allowance: C4 – casual car user

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Educated to degree level or equivalent (minimum 2:1 in any discipline).	E	A
2.	A GCSE in Mathematics – Grade A-C or equivalent.	E	A
3.	A GCSE in English Language – Grade A-C or equivalent	E	A

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Test (T) Interview (I)
4.	Experience in identifying, analysing and interpreting relevant information from a range of sources to solve complex problems	E	A/I/T
5.	Working with others	E	A/I
6.	Communicating in a variety of formats to a range of audiences	E	A/I/T

Knowledge, skills and abilities

No.	Key requirements	Desirable/	To be tested by:
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		essential	Application1 (A) Test (T) Interview (I)
7.	Demonstrate an understanding of diversity and political sensitivity	D	A/I
8.	Exceptional organisational and time management skills	E	A/T/I
9.	Good interpersonal, negotiation and influencing skills	D	A/I
10.	The ability to act on own initiative and take responsibility to achieve results	E	A/I
11.	The ability to proactively seek out opportunities for personal learning to drive your own development through the scheme	E	A/I
12.	Good IT skills (preferably Word, PowerPoint, spreadsheets, updating web pages and databases)	E	A/T/I
13.	Flexible and adaptable work style.	E	A/I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
14.	Access to a vehicle for visits throughout the borough.	D	A
15.	Willingness to attend training and continuous professional development.	E	A/I