

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Graduate Programme – Project Officer	<b>Grade:</b> Scale 5 – Scale 6
<b>Section:</b> Policy & Performance	<b>Directorate:</b> Chief Executive’s Group
<b>Responsible to following managers:</b> Head of Support & Member Services Relevant Placement Manager	<b>Last review date:</b> April 2019

#### Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose:

Our two-year Graduate Development Programme takes a small number of adaptable and enthusiastic graduates with an interest in public service, providing them with the experience and training to launch a successful career in local government. The Programme is designed to provide a broad range of career development opportunities, spanning the work and functions of local government.

#### Specific Duties and Responsibilities in first placement year:

1. Assist in the formulation, planning and monitoring of policies and procedures.

2. Support the implementation of Council decisions and circulate reports accordingly.
3. Supervise the work of other staff.
4. Coordinate consultation initiatives with local communities on behalf of the Council.
5. Arrange and support meetings.
6. Research, prepare and write up reports and briefing papers for managers and Councillors.
7. Work collaboratively with other Council departments and external partners and agencies, including the private and voluntary sector.
8. To support Wandsworth and Richmond Council managers in their strategic as well as day-to-day roles and to deliver projects independently as well as within teams. Designing, managing and evaluating specific projects as required.
9. 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.
10. Develop an understanding of the population and community activity in both boroughs.
11. Provide information, advice and guidance on policy and performance.

### **Progression Criteria**

Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

### **Additional Criteria for progression to Scale 6 of the linked grade in Year 2:**

1. Post holders will demonstrate the ability to work with increased responsibility and in a more independent manner.
2. Expected to attend meetings, including writing and presenting reports and advising on basic procedural issues.

3. Ability to handle confidential or sensitive information and to distinguish between political and non-political activities.
4. Ability to work both independently and as an effective team member able to undertake a variety of work using own initiative, managing workload and adapting to changing priorities and deadlines.
5. In the second year the post holder would be expected to lead on projects and oversee work of others where appropriate.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Council's duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### **Additional Information**

- Post holder may be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre).

## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
Knowledge of internal and external factors currently affecting the work undertaken in local government	A / I
<b>Experience</b>	
Experience of conducting research and using evidence to draw conclusions	A / I
Experience of working collaboratively to achieve an agreed outcome	A / T / I
Experience of using the internet, websites and social media as communication and research tools	A

<b>Skills</b>	
Ability to produce succinct and persuasive written reports	A / I / T
Ability to express yourself confidently and to present arguments clearly and succinctly both on paper and in person	A / T / I
Ability to take decisions where appropriate to do so, rather than referring them to others	A / I
Able to develop positive working relationships at different levels	A / T / I
Ability to organise own workload, prioritise tasks to meet deadlines and respond flexibly to frequently changing needs and priorities	A / T / I
Ability to think flexibly, innovatively and resourcefully to solve complex problems	A / T / I
A good understanding of own strengths and development needs together with a commitment to self-improvement	A / I
Ability to use effective means of communication in order to resolve problems	A / T / I
<b>Qualifications</b>	
GCSE in Mathematics and English Language - Grade A to C or equivalent	A / C
Educated to degree level, minimum 2:2 attainment	A / C
<b>Other</b>	
Demonstrate a clear and reasoned interest in working in local government	A

**A – Application form****I – Interview****T – Test****C - Certificate**