

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Graduate Project Officer Two Year Fixed Term Contract	<b>Grade:</b> Scale 5 – Scale 6 Starting salary £31,586
<b>Section:</b> Support and Member Services	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Head of Support and Member Services and Placement Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWC0162, RWC0163, RWC0164 and RWC0331	<b>Last review date:</b> April 2025

### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 number of innovative, adaptable and enthusiastic graduates with an interest in and commitment to 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.

In addition graduates complete a nationally recognised qualification which is usually in Project Management.

## **Specific Duties and Responsibilities**

1. Assist in the formulation, planning and monitoring of policies and procedures.
2. Support the implementation of council decisions and circulate reports accordingly.
3. Provide guidance to team members, ensuring that tasks are completed efficiently and to a high standard. Foster a collaborative work environment by offering support, and constructive feedback. Monitor progress, address challenges, and facilitate communication between team members to enhance productivity and professional development.
4. Coordinate consultation initiatives with local communities on behalf of the council.
5. Coordinate, schedule, and provide support for meetings, including preparing agendas, sending invitations, booking venues or virtual meeting links, taking minutes, and ensuring necessary materials and technology are available.
6. Research, prepare and write up reports and briefing papers for managers and Elected Members.
7. Work collaboratively with council departments and external partners and agencies, including the private and voluntary sector.
8. To support managers in their strategic as well as day-to-day roles and to deliver projects independently as well as within teams.
9. Designing, managing, and evaluating specific projects.
10. Seek opportunities to improve your knowledge of local government, learn about Elected Members and politics, partners and most importantly, learn about the services we deliver and the people that use them.
11. Develop an understanding of the key demographics and community activity.
12. Provide information, advice and guidance on policy and performance.
13. Successfully undertake a relevant work-related qualification

## **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 Graduate Steering Group. 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.
6. Satisfactory progress has been made on the work-related qualification.

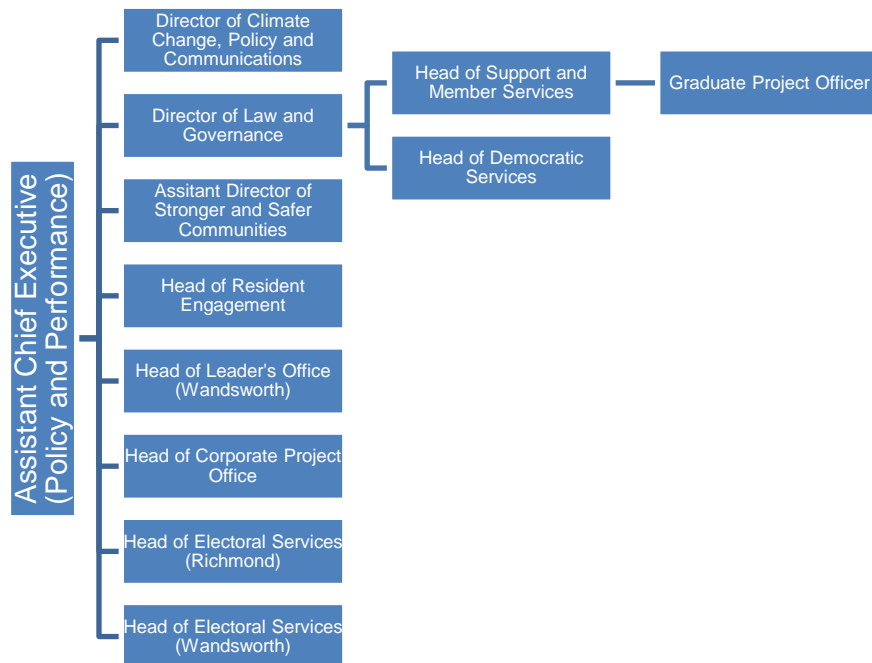
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### **Additional Information**

- Post holder is required to work flexibly across Richmond and Wandsworth.
- Undertake other duties as deemed relevant and suitable to the role by relevant placement managers.

### **Team structure**



## Person Specification

<b>Job Title:</b> Graduate Project Officer Two Year Fixed Term Contract	<b>Grade:</b> Scale 5 – Scale 6 Starting salary £31,586
<b>Section:</b> Support and Member Services	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Head of Support and Member Services and Placement Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWC0162, RWC0163, RWC0164 and RWC0331	<b>Last review date:</b> April 2025

## Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of internal and external factors currently affecting the work undertaken in local government	X		A/I/T
Demonstrate a clear and reasoned interest in working in local government	X		A/I
Experience	Essential	Desirable	Assessed

Experience of conducting research and using evidence to draw conclusions	<b>X</b>		<b>A/I/T</b>
Experience of working collaboratively to achieve an agreed outcome	<b>X</b>		<b>A/I</b>
Experience of using the internet, websites and social media as communication and research tools	<b>X</b>		<b>A/I/T</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to produce succinct and persuasive written reports	<b>X</b>		<b>A/I/T</b>
Ability to express yourself confidently and to present arguments clearly and succinctly both on paper and in person	<b>X</b>		<b>A/I/T</b>
Ability to take decisions where appropriate to do so, rather than referring them to others	<b>X</b>		<b>A/I</b>
Able to develop positive working relationships at different levels	<b>X</b>		<b>A/I/T</b>
Ability to organise own workload, prioritise tasks to meet deadlines and respond flexibly to frequently changing needs and priorities	<b>X</b>		<b>A/I/T</b>
Ability to think flexibly, innovatively and resourcefully to solve complex problems	<b>X</b>		<b>A/I/T</b>
A good understanding of own strengths and development needs together with a commitment to self-improvement	<b>X</b>		<b>A/I</b>
Ability to use effective means of communication in order to resolve problems	<b>X</b>		<b>A/I/T</b>
<b>Qualifications</b>			
GCSEs Grade A-C or Grade 4-9 in Maths and English or equivalent	<b>X</b>		<b>C</b>
Educated to degree level, minimum 2:2 attainment	<b>X</b>		<b>C</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**