



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Graduate Project Officer Two Year Fixed Term Contract - To start on Monday, 21 st September (non-negotiable) and attend the 5 day essential induction programme.	Grade: Scale 5 – Scale 6 (subject to meeting progression criteria – see below) Starting salary: £31,586 (plus pending 2026/27 pay award)
Section: Organisational Development	Directorate: Change and Innovation
Responsible to following manager: Organisational Development Manager/ OD Lead Placement Line Manager (various throughout time on Grad Scheme)	Responsible for following staff: N/A
Post Number/s: Post Number/s: RWC0157, RWC0161, RWC0164 and RWC0331	Last review date: May 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.



We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

Our two-year **Graduate Development Programme** annually recruits several innovative, adaptable and enthusiastic graduates with an interest in and commitment to public service specifically in the London boroughs of Richmond upon Thames and Wandsworth.

The Programme is designed to give you a broad range of career development opportunities, spanning the work and functions of local government.

We provide experience, training and professional development to launch a successful career in local government by organising a range of different placements throughout the two years, with the aim of you finding a good fit for your career interests and skills. The placements are usually high profile and may include Climate Change, Cost of Living, Organisational Development and Digital Technology as well as Children's and Adult Services.

Graduate Project Officers also complete a nationally recognised qualification, usually the **Level 4 Associate Project Management** apprenticeship, which will provide you with essential life-long skills. Time in work is given to you to undertake this qualification, which is funded by our Growth and Skills Levy (formally our Apprenticeship Levy)

Specific Duties and Responsibilities

These will vary depending on your placements but will include -

- Assisting in the formulation, planning and monitoring of policies and procedures.
- Supporting the implementation of council decisions and circulate reports accordingly.
- Providing guidance to team members, ensuring that tasks are completed efficiently and to a high standard.
- Fostering a collaborative work environment by offering support, and constructive feedback.



- Monitoring progress, address challenges, and facilitate communication between team members to enhance productivity and professional development.
- Co-ordinating consultation initiatives with local communities on behalf of the council.
- Co-ordinating, scheduling, and providing support for meetings, including preparing agendas, sending invitations, booking venues or virtual meeting links, taking minutes, and ensuring necessary materials and technology are available.
- Researching preparing and writing reports and briefing papers for managers and Elected Members.
- Working collaboratively with council departments, external partners and agencies, including the private and voluntary sector.
- Supporting 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.
- Seeking 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.
- Developing an understanding of the key demographics and community activity.
- Providing information, advice and guidance on policy and performance.
- Successfully undertake a relevant work-related qualification.

Generic Duties and Responsibilities

In addition to the above you will also have responsibility -

- 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

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:

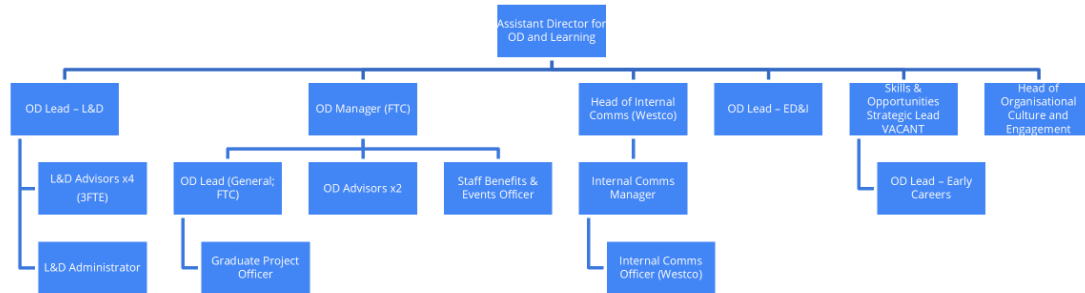
- Post holders will demonstrate the ability to work with increased responsibility and in a more independent manner.
- Expected to attend meetings, including writing, and presenting reports and advising on basic procedural issues.
- Ability to handle confidential or sensitive information and to distinguish between political and non-political activities.
- 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.
- In the second year the post holder would be expected to lead on projects and oversee work of others where appropriate.
- Satisfactory progress has been made on the work-related qualification.

Team structure

Currently under review

Official

Existing Structure



Person Specification

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<p>Responsible to: Organisational Development Manager/ OD Lead Placement Line Manager (various throughout time on Grad Scheme)</p>	<p>Responsible for: Not applicable</p>
<p>Post Number/s: RWC0157, RWC0161, RWC0164 and RWC0331</p>	<p>Last Review Date: April 2026</p>

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	X		A/I/T
Experience of working collaboratively to achieve an agreed outcome	X		A/I
Experience of using the internet, websites and social media as communication and research tools	X		A/I/T
Skills	Essential	Desirable	Assessed
Ability to produce succinct and persuasive written reports	X		A/I/T
Ability to express yourself confidently and to present arguments clearly and succinctly both on paper and in person	X		A/I/T

Ability to take decisions where appropriate to do so, rather than referring them to others	X		A/I
Able to develop positive working relationships at different levels	X		A/I/T
Ability to organise own workload, prioritise tasks to meet deadlines and respond flexibly to frequently changing needs and priorities	X		A/I/T
Ability to think flexibly, innovatively and resourcefully to solve complex problems	X		A/I/T
A good understanding of own strengths and development needs together with a commitment to self-improvement	X		A/I
Ability to use effective means of communication in order to resolve problems			A/I/T
Qualifications	Essential	Desirable	Assessed
GCSEs Grade A-C or Grade 4-9 in Maths and English or equivalent	X		A/I
Educated to degree level, minimum 2:2 attainment	X		A/I

A – Application form / CV

I – Interview

T – Test

C - Certificate