



JOB DESCRIPTION

Job Title	General Graduate		
Grade	12		
Evaluation Ref:	AG1122	Job Family Ref:	
Role Purpose			
<p>The General Graduate position is a trainee role designed to provide career development experience across various teams and disciplines within the organisation. This role aims to offer valuable additional capacity to these teams and individuals, benefiting both the graduate and the organisation. The graduate will have opportunities to broaden their skills and knowledge of the Council's business and processes.</p> <p>They will review and undertake appropriate training via The Learning Centre and maintain a Record of Achievement to inform the development of new skills and knowledge.</p> <p>The role involves implementing approved changes to operational systems, processes, and procedures, and working with managers to drive improvements within the service and the wider Authority. The graduate will use their technical and IT skills to support team members across the group, gauge the appropriate method and level of support, and request additional guidance as needed. They will work independently at times, prioritise their duties to meet deadlines and targets, and coordinate and supervise work to meet strategic and service objectives.</p> <p>The role also includes undertaking research and analysis, supporting the implementation of complex projects, and building and maintaining effective working relationships with internal and external partners, suppliers, and stakeholders.</p>			
Responsibilities			
<p>This is a trainee position, which enables the Graduate to gain career development experience across a variety of teams and disciplines, whilst also providing valuable additional capacity to those teams and individuals, for mutual benefit.</p> <p>The duties may not, on occasions, reflect the grade of the post but that all the allocated duties and responsibilities will be assessed and monitored to ensure that they are suitable and appropriate.</p> <ul style="list-style-type: none">○ Will seek opportunities to broaden skills and knowledge of the Council's business and processes.○ Review and undertake appropriate training via The Learning Centre.○ Maintain a Record of Achievement to inform the development of new skills and knowledge.○ Review training and achievements with the Line Manager to ensure that development opportunities are maximised and that the work programme is appropriate and varied.○ Implement approved changes to operational systems, processes and procedures and work with managers to deliver those changes to drive improvement within the service and for the wider Authority.○ Use technical and IT skills to support team members across the group.			

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- Gauge the appropriate method and level of support to best suit the team member and the specific circumstances. Request additional guidance and assistance as appropriate.

Work independently at times and under own initiative. Prioritise own duties to ensure deadlines and targets are met. When required and under supervision, coordinate and supervise work to meet strategic and service objectives. Respond to conflicting requests from multiple sources by assessing the demands and constraints and suggest practicable solutions to resolve the conflict. Refer the requests to the Line Manager where an acceptable solution cannot be found.

Undertake research and analysis. Support the implementation of complex projects in an administrative and technical capacity to enable their efficient and effective delivery. Maintain project documentation and service meetings when required.

Take a key role in building and maintaining effective working relationships with internal, external partners, suppliers and stakeholders.

Participate in a programme of CPD.

Network and build relationships with other Graduates, where applicable.

Impact

Interface with a range of internal professionals at varying levels of seniority within the Council, which may include reporting to committees, council members, chief officers and Directors.

Engage with external third parties such as members of the public, professionals within district councils, property agents and lawyers, external groups and organisations. etc.

Responsible for County Council IT equipment (laptop computer, etc).

Make decisions about own priorities and workload management to ensure that deadlines are met.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
The role holder must have a thorough understanding of the Council's business and processes.	X	
They should be knowledgeable about operational systems, processes, and procedures.	X	
Familiarity with technical and IT skills relevant to the role is essential.	X	
Knowledge of project management principles and practices is desirable.		X



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Understanding of equality, diversity, and inclusion policies is essential.	X	
Awareness of health, safety, and wellbeing practices is essential.	X	
Experience		
The role holder should have experience working independently and under their own initiative.	X	
They must have experience prioritizing duties to meet deadlines and targets.	X	
Experience in coordinating and supervising work to meet strategic and service objectives is desirable.		X
They should have experience in undertaking research and analysis.	X	
Experience in supporting the implementation of complex projects is desirable.		X
Experience in building and maintaining effective working relationships with internal and external partners, suppliers, and stakeholders is essential.	X	
Qualifications / Registrations / Certifications		
The role holder must have a relevant degree or equivalent qualification.	X	
They should have certifications in project management or related fields.		X
Additional qualifications in IT or technical skills are desirable.		X
They should have completed training via The Learning Centre.	X	
Professional certifications related to the Council's business and processes are desirable.		X
Continuous professional development (CPD) participation is essential.	X	
Skills		
The role holder must have strong technical and IT skills to support team members.	X	
They should have excellent communication and interpersonal skills.	X	
Strong organizational and time management skills are essential.	X	
They must have the ability to gauge the appropriate method and level of support for team members.	X	
Problem-solving and conflict resolution skills are desirable.		X
They should have the ability to maintain project documentation and service meetings.		X

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Working Conditions

Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport.

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:

Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.

Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies.

Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities.

Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources.

Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Responsibilities

Understands, upholds and promotes the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything that is done.

Equality and diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: February 2025