

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Human Resources and Organisational Development
Post title:	Graduate Trainee – HROD Project Officer
Grade:	E F G (6 months Grade E, 6 months Grade F, 12 months Grade G)
Responsible to:	HR Head of Service (on rotation)
Staff managed:	None
Date of issue:	June 2017
Job family:	P&T - Professional & Technical

Job context

All graduates are expected to participate in the 'corporate graduate development programme' – the content is as follows: -

- Corporate Induction
- Aspiring Managers Programme
- Senior managers seminars (led by the Chief Executive)
- Managers webinars programme
- Access to on line material, including Ashridge Management College
- Graduate Network membership, including 'lunchtime learning'
- Mentor support
- Graduates will be offered the appropriate management skills training if they have staff to manage during their programme or to support their permanent placement following the graduate programme.

The post holder will support managers, where appropriate, in handling HR issues. The post holder will be required to contribute to corporate HR projects as needed in addition to supporting managers with HR related work. The postholder will work on specific cases/projects and will be required to rotate to consolidate knowledge and experience.

Career progression

- The post is a 2 year development post which can be tailored (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they will be expected to manage a project independently with oversight rather than close supervision. They will also fully understand the nature of the business and be able to suggest organisational/operational change/developments as part of the leadership team.

Pay progression will be based on performance review at 6 months and then 12 months as follows:

- Months 1-6 Grade E
- Months 7-12 Grade F
- Months 13-24 Grade G

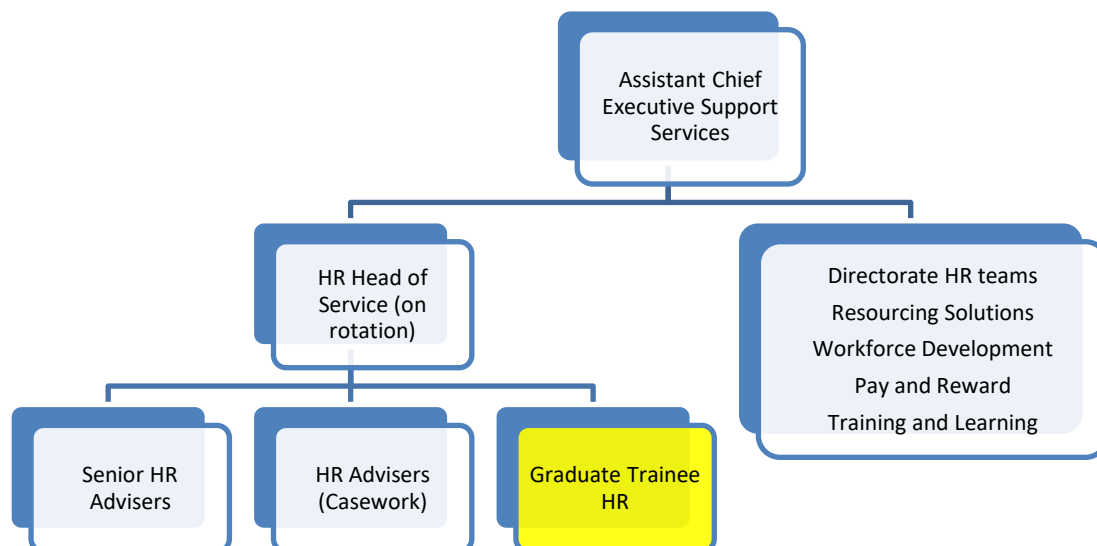
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Job specifics

Graduates who join NYCC are expected to:

- achieve the objectives set for them;
- ask for help/clarity where needed;
- develop their knowledge through self-directed study – further research, reading and questions;
- fully participate in all training opportunities through on the job experience, mentoring and coaching and formal training and learning;
- work toward becoming professional member/associate where appropriate;
- make the most of the opportunities available within NYCC; and
- demonstrate NYCCs expected behaviours of:
 1. focussing on customers and communities;
 2. taking responsibility;
 3. working together;
 4. Acting with Integrity
 5. building a culture of continuous improvement and innovation; and
 6. leading by example.

Structure



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Job Description	
Job purpose	<p>The core purpose of this job is to support on and deliver one of a range of HR projects at any one time to effectively meet the organisation's needs. The post holder will work with HR colleagues and managers both within directorates and corporately, to support the efficient and effective delivery of the Council's workforce strategy, and directorate service and workforce plans. The post holder will provide support to managers, where appropriate, to develop their skills through provision of professional advice, support and coaching, briefings and training on staff management issues.</p>
Operational delivery	<ul style="list-style-type: none"> • Provide advice and guidance on specific employment issues e.g. attendance management and project/case work. • Provide a consultancy that is proactive in the provision of advice and guidance, when working with managers, staff and stakeholders to achieve service aims and targets; • Alongside HR colleagues to support, coach and advise managers to effectively manage staff, and challenging working practices as required; • Support on the development, delivery and evaluation of interventions, including training and workshops to managers on people management matters to ensure managers have the required knowledge, skills and understanding of key HR policy, procedure, initiatives and changes; • Deliver a quality service to external customers as required; • Provide a complete 'end to end' service delivery, establishing ownership and closure as needed. • Support the corporate lead for a specialist subject area including acquiring and maintaining specialist knowledge, supporting on related policy and process, determining appropriate learning requirements and resources and ensuring HR colleagues are sufficiently briefed and aware of the subject matter. • Operate as a reflective practitioner in relation to personal skills and operating practices, as well as engaging in a peer review approach. • Support managers presenting cases to employment related panels e.g. attendance management
Communications	<ul style="list-style-type: none"> • Responsible for developing and maintaining effective relationships with HR colleagues, managers, partners and stakeholders. • As appropriate, acts as a mentor/coach to other staff, leading on development activities for the team as required.
Partnership / corporate working	<ul style="list-style-type: none"> • Ensure links between service areas are developed and maintained to provide an efficient service;
Resource management	<ul style="list-style-type: none"> • Utilise management information to facilitate achievement of objectives; • Support corporate HR colleagues with implementation of service developments as needed • Responsible for the provision of professional guidance and supervision to managers and colleagues on specific casework activity within a given service area. • Identify and recommend appropriate action to Senior HR Advisers, and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.

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Systems and information	<ul style="list-style-type: none"> Requirement to use a range of computer systems including, MS Office, SharePoint, Intranet/Internet. Adopt new ways of working when new systems are introduced, use systems to manage and progress case work, analyse and report on relevant data and to maintain effective communication. To utilise key HR systems i.e. ResourceLink, MyView, Insight, EDRMS and promote benefits of the systems with managers, support managers to use systems and monitor compliance.
Policy and projects	<ul style="list-style-type: none"> Contribute to policy development, consultation and implementation process; Contribute to and represent HR and NYCC at working groups, meetings and corporate groups; Support on Directorate and Corporate projects as appropriate with support from relevant HR colleagues.

Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Good understanding of how policies/procedures can be applied in practice to result in required outcomes. 	<ul style="list-style-type: none"> Good knowledge of employment legislation Knowledge of National and Local Conditions of Service Knowledge of change management processes
Experience <ul style="list-style-type: none"> Experience of project work Experience of managing a busy workload within set deadlines 	<ul style="list-style-type: none"> Experience of working in a corporate and political context Experience of advising on HR related issues
Occupational Skills <ul style="list-style-type: none"> IT skills and ability to interpret and analysis data Communication, presentation and interpersonal skills Problem solving skills and the ability to find innovative solutions Influencing and negotiating skills Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately A coaching based approach to support managers and develop Delivering briefings and training to managers Flexibility and ability to work with ambiguity 	<ul style="list-style-type: none"> Policy formulation skills Coaching/mentoring Policy implementation skills
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> Education to first degree level Good standard of literacy and numeracy to level 2 or equivalent 	<ul style="list-style-type: none"> HR related qualification or HR module as part of degree Graduate or associate membership of CIPD or equivalent
Other Requirements <ul style="list-style-type: none"> Ability to travel extensively across the County Team worker/collaborative working Self-motivated and commitment to equal opportunities. 	

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Behaviours

[Link](#)

It is important that in your application you address the following in the supporting/additional information section of the application form. We will use this to shortlist applications, in addition to any specific requirements listed for the role.

1. Why you have applied to the NYCC graduate programme. (max 200 words)
2. What you see as the key challenges ahead for Local Authorities, specifically North Yorkshire County Council.
3. Referencing our behaviours framework, provide detailed evidence using examples of your ability to; (Max 200 words per bullet point (Total 1400 words)
 - > Focus on customers and/or communities;
 - > Take responsibility;
 - > Work collaboratively with others;
 - > Act with Integrity;
 - > Continuously improve and innovate;
 - > Lead by example: and
 - > above all, deliver high quality work with positivity and passion.
4. What impact think you will have if appointed to the programme. (Max 200 words)