

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	HR and OD
Post title:	Graduate Trainee – Organisational Development
Grade:	E, F and G
Responsible to:	Penny Yeadon (to be confirmed when job profile prepared for specific service)
Staff managed:	None
Date of issue:	November 2020
Job family:	P&T - Professional & Technical

Job context

The HR/OD service provides a responsive and proactive service, delivering core HR advisory service with a wrap around service model including HR teams delivering Resourcing and Solutions, HR Shared Services, Training and Learning, Pay and Reward, Organisational Development.

The service delivers this broad range of functions across NYCC and also to external partners, giving a graduate the opportunity to develop a range of knowledge and experience of these functions, as well as an understanding of how they work together to achieve the development of a high performing workforce. In this role, the graduate will be involved in whole organisation change management activity.

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

- Corporate Induction
- Managers Induction
- Aspiring Managers Programme
- Senior Managers Seminars (led by the Chief Executive)
- Middle Managers 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.

Job specifics

This role would be primarily based within the Organisational Development team and would have full organisational reach and connection across all HR and OD service areas, to fully understand and support delivery of HR OD priorities aligned to the strategic workforce priorities. There would be opportunity to become involved in key corporate aims, be instrumental in the development of tools and activities to achieve these aims, and to be innovative and creative in their delivery. Particular focus would be to support organisation wide change management programmes and developing knowledge and skills to recognise the linkages across the organisation



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with HR and OD and how to influence and embed culture change. To build knowledge and experience, this Graduate role will rotate to priority areas within HR OD teams as required.

Discussion would take place with the graduate taking into account their career aspirations, professional and personal development needs and prior experience. This would ensure that the graduate has the best opportunity to secure required experience, skills and knowledge in terms of their own future career destinations whilst making an active contribution to the work of the Service.

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.

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Career progression

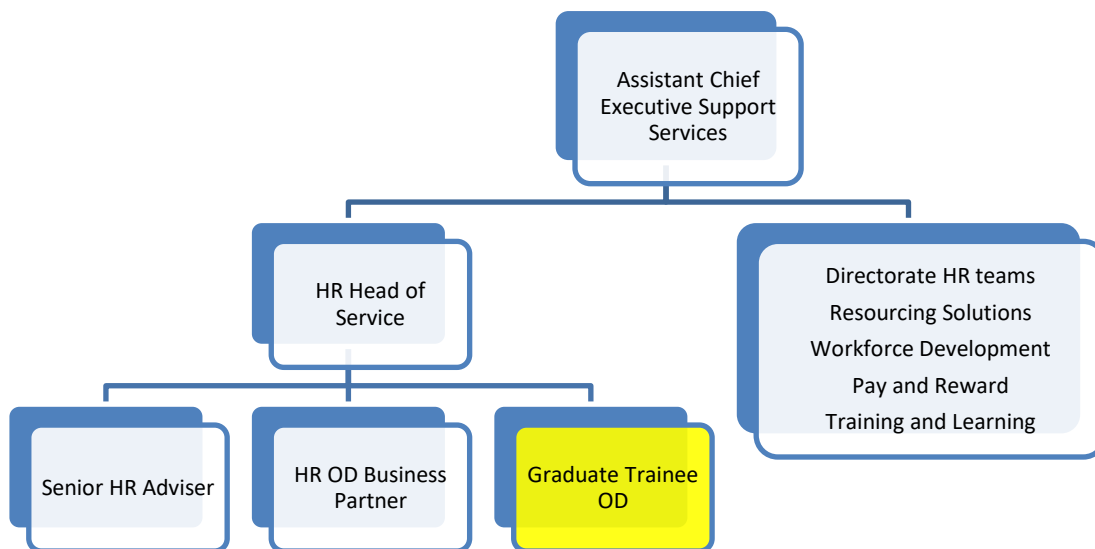
- The post is a 2 year development post which can be tailored (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they 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 spinal point 6, Grade E
- Months 7-12 spinal point 8, Grade F
- Months 13-24 spinal point 13, Grade G

Structure

[Insert your own organisation structure]



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Job Description

Job purpose	Typical graduate placements are required to deliver a range of projects within an area of specialism within the County Council to effectively meet the organisation's needs.
Operational management	<ul style="list-style-type: none"> • Deliver a quality service to internal and/or external customers as required; • Provide a complete 'end to end' service delivery, establishing ownership and closure as needed. • Support on the development, delivery and evaluation of interventions, including training and workshops to managers on the specifics for the project/service area. • Support the corporate lead for a specialist subject area including acquiring and maintaining specialist knowledge, supporting on related policy and processes.
Communications	<ul style="list-style-type: none"> • Provide advice and guidance on the area of the service delivery the graduate is placed within as part of the project development and implementation. • Clearly communicate the requirements of the project and prepare clear written reports on progress and analysis carried out.
Partnership / corporate working	<ul style="list-style-type: none"> • Working with staff from across the different services of the County Council and partner organisations in some cases to support the efficient and effective delivery of services and achievement of project objectives. • Ensure links between the project and stakeholders are developed and maintained to provide an efficient service. • Develop an understanding of the wider role of the County Council across North Yorkshire
Resource management	<ul style="list-style-type: none"> • Identify and recommend appropriate action to service manager, and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.
Systems and information	<ul style="list-style-type: none"> • Utilise management information to facilitate achievement of objectives. • Use a range of computer systems to manage and progress project work, analyse and report on relevant data and to maintain effective communication. • Adopt new ways of working when new systems are introduced,
Policy and projects	<ul style="list-style-type: none"> • Contribute to policy development, consultation and implementation process. • Support on Directorate and Corporate projects as appropriate with support from relevant service colleagues.

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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 relevant legislation 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
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/other staff 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">
Other Requirements <ul style="list-style-type: none"> Team worker/collaborative working Self-motivated and commitment to equal opportunities 	<ul style="list-style-type: none"> Some roles will require the ability to travel across the County.
Behaviours	Link