

Job profile

Service and job specific context statement

Directorate:	CYPS
Service:	Children and Families
Post title:	Graduate Trainee – Effective Practice and Quality Assurance
Grade:	E, F and G
Responsible to:	Head of Effective Practice
Staff managed:	None
Date of issue:	September 2020
Job family:	P&T - Professional & Technical

Job context

Service Context: The Effective practice and Quality Assurance team cover a range of areas which give the opportunity for a range of learning experiences. 'Partners in Practice' sits within the team and this is likely to continue in some format into 2021. This would enable the graduate trainee to interact with other local authorities, sector led improvement and work alongside the internal understanding excellence programme on this transformation programme. This would include the opportunity to engage with national partners, the Department for Education, deliver presentations and reports internally and learn about complex organisational structure etc. There is also the opportunity to engage in work preparing for inspection, quality of practice, project management, workshops, training and learning, the organisation of events etc as part of the team. Additional opportunities include working with young people involved in the participation, user feedback work, working with the PSW to understand Social work practice, career pathways, learning and development, recruitment, retention and succession planning; work on large scale research projects with academic partners across a range of practice issues.

Benefits of working and learning in this team are that a wide range of activities can be accessed which will give a range of varied learning opportunities and skills and knowledge development. This in turn would give a graduate trainee a good understanding of the CYPS department as a whole and within NYCC; including innovation work, national research projects and novel approaches to practice therefore this has implication on a regional and national level offering bigger picture learning and opportunities.

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

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Service Specifics: the role would support across the team so the ability to be able to manage multiple competing demands across a range of diverse projects would be necessary. To demonstrate the ability to learn quickly and analyse complex information in order to translate this into presentations, documents or reports for a wide range of audiences. To be able to learn about social work practice, quality assurance, research, participation and the wider government's transformation program for social work to support NYCC with its current work program including the internal CPD offer for staff and career progression pathways, retention work and succession planning. The graduate will offer support across the range of work streams that sit within the team; there will also be the opportunities to engage in specific training relating to the work so a fuller understanding of the practice and the implications can be realised. The graduate will help compile and contribute to the design and delivery of specific strategic documents related to the CYPS workforce, career progression pathways, continuous professional development, leadership and management.

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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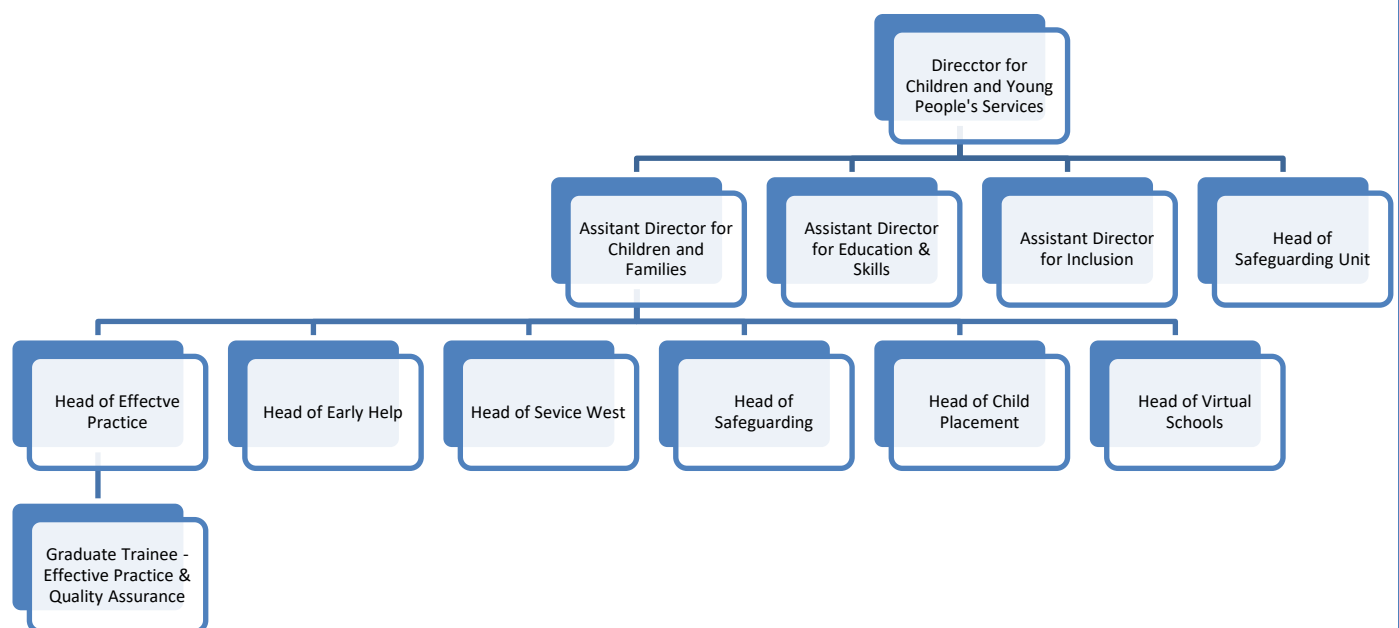
Career progression

- 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



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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
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 case 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 Enhanced DBS 	<ul style="list-style-type: none"> Some roles will require the ability to travel across the County.
Behaviours	Link

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