

Job profile

Service and job specific context statement

Directorate:	Economic Development, Business and Partnerships
Service:	Economic Development, Business and Partnerships
Post title:	Graduate Trainee – Economic Development
Grade:	E, F and G
Responsible to:	Principal Economic Development Officer
Staff managed:	None
Date of issue:	November 2019
Job family:	P&T - Professional & Technical

Job context

The Economic Development, Business and Partnerships service at Ryedale District Council covers economic development, business growth, community regeneration, tourism, museums, heritage, leisure, arts and culture. The role of the service is to promote business, support growth and unlock economic potential in Ryedale.

The service works with a wide range of officers, members and partners at all levels, providing strategic advice and guidance, as well as delivering for every service within the council.

Benefits of working & learning in this team:

- Experience of working in a busy rural District Council
- Opportunity for graduates to apply and develop technical knowledge and skills across a range of specialisms including business support, tourism, arts and culture, and project management
- Learning from highly experienced officers and other specialists
- Opportunity to take responsibility for the delivery of key pieces of work
- Opportunity to be involved in changing national landscape balancing development and growth with sustainability and wellbeing
- Developing confidence in your own judgment
- Improving your communication and negotiation skills
- Experience of working in partnership with private sector businesses and other public sector bodies including other District Councils, North Yorkshire County Council, Town and Parish Councils

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.

Job profile

Job specifics

The role of Graduate Trainee – Economic Development will provide assistance and support to colleagues within the team at Ryedale District Council and will be required to take on responsibility for some areas of project activity. The post holder will:

- Develop a strong working knowledge of economic development and regeneration
- Assist and develop a range of projects which create jobs, achieve growth and develop the economy
- Co-ordinate stakeholder consultation activities, and analyse subsequent data
- Take responsibility for managing and maintaining various mailing lists and databases
- Contribute to the generation of material for corporate communications (traditional and social media)
- Support Business Support marketing tasks
- Support the organisation, delivery & management of events and festivals
- Regularly update and collate economic data including tourism data
- Coordinating and minute taking for internal meetings
- Carry out duties with full regard to Councils policies (H&S, Lone Working, Equal Opportunities, Safeguarding etc.)
- Carry out other duties commensurate with the responsibility level of the post

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.

Career progression

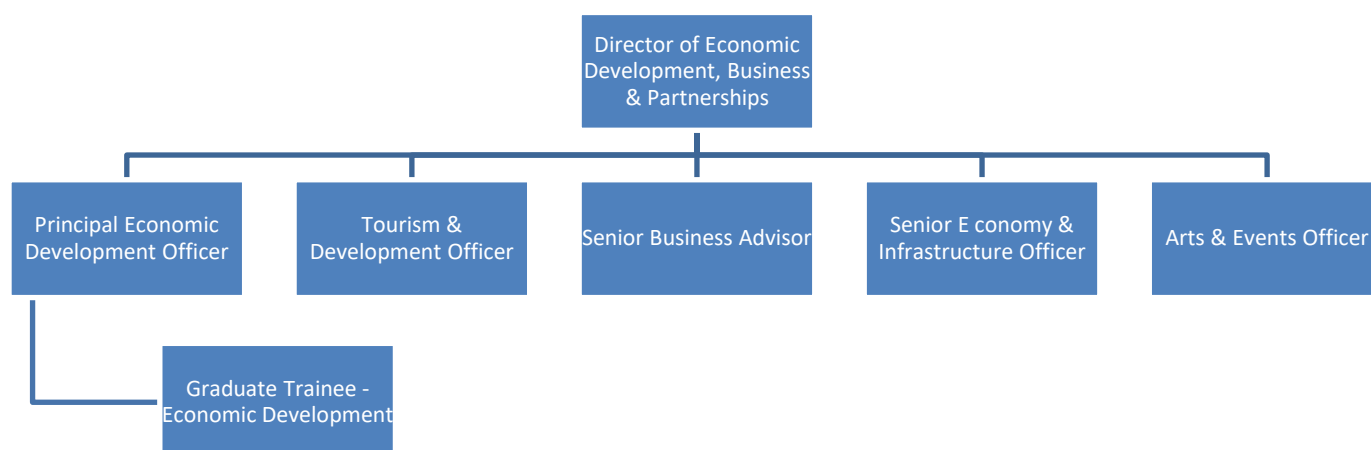
- The post is a 2-year development post which can be tailored (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they 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

Job profile

Structure



Job Description

Job purpose	Typical graduate placements are required to deliver a range of projects within an area of specialism within Ryedale District Council to effectively meet the organisation's needs.
Operational management	<ul style="list-style-type: none"> Support the Economic Development, Business and Partnerships team including acquiring and maintaining knowledge, supporting project development, and assisting with communications and event organisation / delivery. Develop a strong working knowledge of each of the specialisms within the team. Contribute to the development and delivery of projects which will contribute to the delivery of actions within the Ryedale Economic Strategy 2020-2025. Ensure that duties are carried out with full regard to the Council's policies, including Equal Opportunities, Health and Safety and Information Governance. The Council takes seriously its responsibility to safeguard and promote the welfare of children and young people, and to protect adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.
Communications	<ul style="list-style-type: none"> Be able to provide clear, concise information and advice through a range of communications channels to members of the public, partners and colleagues. Prepare clear written reports and verbal updates for colleagues, management team and members.
Partnership / corporate working	<ul style="list-style-type: none"> Working with staff from across the different services of Ryedale District Council and partner organisations in some cases to support the efficient and effective delivery of project objectives. Support the Economic Development, Business and Partnership team to build strong working partnerships to deliver projects which support sustainable growth alongside vibrant communities. Develop an understanding of the wider role of the District Council.

Job profile

Resource management	<ul style="list-style-type: none"> Identify and recommend appropriate action to line manager, and develop and implement activity to enable and facilitate the delivery of key projects.
Systems and information	<ul style="list-style-type: none"> 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 Corporate projects as appropriate with support from relevant service 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. Awareness of rural and market town issues Broad understanding of either the tourism, business, culture / heritage or regeneration sectors 	<ul style="list-style-type: none"> Awareness of economic development funding opportunities
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 or private sector context
Occupational Skills <ul style="list-style-type: none"> IT skills and ability to interpret and analysis data Communication, presentation and interpersonal skills An organised approach to managing workload 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 Flexibility to work across the department and the ability to work independently 	
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 	
Other Requirements <ul style="list-style-type: none"> Team worker/collaborative working Self-motivated and commitment to equal opportunities Ability to travel across the district and further afield as appropriate Ability to attend meetings outside of normal business hours 	
Behaviours	Link