

Transformation Graduate

Job Description and Person Specification

Directorate:	Transformation and Change	Service:	Shared
Responsible to:	Service Managers as appropriate	Responsible for:	N/A
Grade:	6		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

Over a two-year period, the post holder will work within the Transformation and Change Directorate including Policy, Data Intelligence and Change, HR, Communications and Visitor Economy, Economic Development, Commercial Services, ICT, Contact Centre and Corporate Systems.

Assist in the delivery of the Council's Transformation Programme including project management, internal and external communications and organisational development.

The post holder will be supported through a further education qualification identified by the council.

Key Tasks & Responsibilities:

- To rotate around the different services within the Directorate, providing additional support to deliver our Council Plan and Transformation Programme.
- To lead on specific projects and provide support to the development and implementation of the council's key strategies and plans.
- To support individual service and transformation reviews within the council transformation programme.
- To develop strong working relationships with colleagues in the Council to enable collaborative problem-solving.

- To encourage innovative practice within the Council by maintaining an awareness of best and emerging practice from across local government and the wider public sector.
- To research, analyse and present complex data in a clear and accessible format.
- To actively promote the graduate apprentice experience and take part in any external career events that will enhance the understanding of graduate apprenticeship opportunities at the council.
- To undertake a higher education qualification identified by the council.

Corporate Responsibilities:

The postholder will be expected:

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for data quality.
- To demonstrate a high standard of probity in the use of council resources and, where a nominated budget holder, manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.





QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Undergraduate degree at a minimum of 2:2	Essential	Application
Level 2 English and maths (equivalent to GCSE grades 9 to 4 or A* to C)	Essential	Application

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Excellent communication and presentation skills both verbal and written	Essential	Application/Interview /Assessment Centre
Excellent IT skills including Microsoft 365	Essential	Application/Interview /Assessment Centre
Ability to analyse, interpret and present complex ideas and information in a structured and readily understood manner	Essential	Application/Interview /Assessment Centre
Excellent planning and organisation skills, with the ability to work across a range of projects at once and to be able to prioritise effectively	Essential	Application/Interview /Assessment Centre

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of presenting information in all appropriate formats	Essential	Application/Interview /Assessment Centre
Experience of working as part of a team	Essential	Application/Interview /Assessment Centre
Experience of and ability to plan and prioritise workload to meet planned outcomes and deadlines	Essential	Application/Interview /Assessment Centre

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Fixed term for a period of 2 years

Prepared by: Sandy Lee

Date: 4/2/25

Post Holder Signature:

Date: