



Job Description

Job title	Graduate	Hours	37 hours
Department	Rotations in three different departments	Salary	SK10 (£34,605 per annum)
Location	A mix of hybrid working and Council Offices, The Picture House, St Catherine's Road, Grantham, NG31 6TT	Contract	Fixed Term until 31 st August 2028

Main Job Purpose

Our Graduate Scheme is designed to give you a broad, hands-on experience of local government while helping you build the skills, confidence and insight needed for a successful career in public service. The role provides an opportunity to understand how a district council operates, how decisions are made, and how services are designed and delivered to meet the needs of residents, businesses and communities.

During the programme, Graduates complete three placements across different Council departments, giving exposure to a variety of services and professional disciplines. This rotational approach helps you understand how different teams work together to deliver essential services for our communities, while developing practical skills in project support, problem solving, communication, research, data analysis, policy awareness and stakeholder engagement.

Your first placement will be in Human Resources, where you'll work on real projects that make a difference to our workforce. You'll support initiatives focused on:

- enhancing learning and development opportunities
- promoting employee wellbeing
- improving overall colleague experience
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For your second and third placements, we take a flexible approach. These rotations are shaped around both business priorities and your career interests, allowing you to explore areas that match your strengths and ambitions while gaining valuable organisational insight.

Across all placements, the Graduate will be expected to contribute to meaningful work that supports Council priorities. This may include assisting with service improvement activity, undertaking research, analysing information, preparing reports or briefings, supporting engagement with colleagues and partners, and helping to develop practical solutions to organisational challenges.

The role is intended to provide a balance of structured support and real responsibility. Graduates will be encouraged to ask questions, bring fresh ideas, build relationships across the organisation, and take ownership of tasks and projects appropriate to their placement area and level of experience.

To support throughout the programme, every Graduate receives:

- a line manager for day-to-day guidance
- a mentor for career development and professional advice



- a buddy to help you settle in and navigate the organisation

This strong support network ensures they are encouraged, challenged and empowered to grow from day one.

The purpose of this role is to develop a Graduate into a confident, capable professional ready to make a positive impact in local government.

This role is not politically restricted.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

- Proficient use of Word, Excel, Powerpoint and Outlook
- Ability to undertake research
- Ability to analyse information, identify key issues and present findings clearly
- Ability to work flexibly across different service areas and adapt to new teams, priorities and ways of working
- Ability to use initiative, solve problems and contribute ideas for service improvement
- Interest in local government, public service and making a positive difference to communities
- Willingness to undertake any training as necessary for any placements

Relevant Qualifications

- Degree qualification
- Commitment to continuing personal and professional development throughout the graduate programme

Communication and Interpersonal Skills

- Able to communicate effectively with internal and external contacts
- Ability to deal sensitively and appropriately with confidential information
- Able to build positive working relationships with colleagues, managers, partners and stakeholders
- Able to write clearly and professionally for a range of audiences, including emails, briefings and reports