



<b>Job description</b>	
<b>Job title</b>	Graduate Officer – Rotational Development Programme
<b>Grade</b>	G
<b>Directorate</b>	Resources
<b>Section/team</b>	Various
<b>Accountable to</b>	This role will rotate amongst a number of teams and the postholder will be accountable to a designated team throughout each placement they complete.
<b>Responsible for</b>	N/A
<b>Date reviewed</b>	August 2024

### **Purpose of the Job**

This role will support various work programmes and initiatives across a range of Council departments. Throughout your two-year contract you will be spending time working across key council departments including:

- Children’s Services – working across key services on policy development, improving business systems and processes.
- Health and Social Care – Working across key services on a variety of projects including collaboration and partnership working.
- Regeneration and Economic Development – Working across services including Major Development and Housing supporting business improvement, processes and systems.
- Communities & Neighbourhoods – Working with services including waste management, climate change and Shakespeare North
- Resources – Working across key services including finance, policy development, HR on a variety of transformational projects.

The work you will lead and support will help enable Council service managers to deliver the highest quality services to Knowsley residents.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



- Support the development and delivery of key strategic plans such as the Council's Corporate Plan, Knowsley 2030 Strategy working with partners and different departments as required.
- Use relevant research and council systems to produce and analyse key data and reports and management information in a timely, accurate and easy to understand way; using this to help inform strategic and operational planning, decisions and priorities across the council.
- Proactively look at new and innovative ways to improve systems, processes and ways of working to improve customer outcomes and value for money, working with a range of services deliver these improvements, challenging existing practices where appropriate.
- Ensure that compliance with relevant policies and procedures are observed and promoted (such as the Financial Procedure Rules and relevant employment policies).
- Help coordinate the design, delivery and evaluation of a range of projects and programmes to improve the support we provide to residents and engagement levels across the workforce.
- Help research and inform key priorities, designing and developing delivery plans, performance frameworks and relevant monitoring arrangements as required.
- Provide first class customer service, helping to manage queries and analysing trends, highlighting risks/areas of concern
- Look at new ways to engage with and gain insight into the experience of residents and partners accessing council services, and employees working within the organisation to help inform future plans.

### **Health and Safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



## Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.