**Job Profile Information: Camden Graduate Trainee**

**This job profile information is for Camden Graduate Trainee. It is for guidance for Job Level 3 Zone 1. Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

This is a graduate trainee role aimed at developing Camden’s leaders of the future. The purpose of the role is to experience and contribute to key functions of the Corporate Services, Supporting Communities and Supporting People directorates by spending the first two years rotating across front line, operational and strategic teams before moving into a substantive post. The role requires studying towards an accredited Level 4 Associate Project Manager higher apprenticeship qualification whilst working within services across the council. The post holder will be required to actively contribute to projects and offer challenge, innovation and fresh thinking to business process and outcomes.

**Example outcomes or objectives that this role will deliver:**

* Gain a unique insight and understanding of the public sector.
* Work towards and gain an accredited Level 4 Associate Project Manager higher apprenticeship qualification.
* Rotate across different functions in the Corporate Services, Supporting Communities and Supporting People directorates.
* Where appropriate provide challenge, innovation and contribute to process improvement and other approaches to outcomes.
* Lead on projects, horizon scan and contribute to long-term strategy.

**People Management Responsibilities:**

This post has no formal people management responsibilities..

**Relationships**

Relationships are internal. The post holder will work with various levels of officers across the organisation up to Chief Officer level.

**Structure:**

This post will have different placement managers who will be responsible for the day to day management within each rotation.

**Work Environment:**

The post is primarily based at 5 Pancras Square, although the post-holder will also need to spend time at other council offices across the borough in the course of their work.

* The post-holder will be required to work in an ‘agile’ way in line with Camden’s paperless and flexible work environment.

**Technical Knowledge and Experience:**

* Minimum of 2:2 degree and grade C or above in at least 5 GCSEs including English and Mathematics
* A solid understanding of the challenges and opportunities Camden faces
* Awareness of issues facing Local Government
* Excellent digital, communication, leadership, organisation skills
* Ability to establish good working relations and proactive team player
* Alignment to the Camden Way values

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.camden.gov.uk/jobs>