FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Graduate
Reporting to:	Service Manager
Responsible for Line Management of:	N/A
Your Job is to:	Work as part of a team and provide operational support for reviews, improvements and changes to our services by conducting analysis and research and presenting findings.
Grade:	E

What you will do :

Job Specific Tasks

1. Focus on supporting service improvement or change activities by taking ownership of a specific piece of work relevant to both departmental objectives and personal career development
2. Conduct research activities, presenting findings in a concise and understandable manner
3. Use judgement and problem solving skills to interpret a diverse range of information and identify the most appropriate course of action to be taken or the need to escalate
4. Assist in developing, maintaining and enhancing departmental policies, guidance, processes and systems and making recommendations for change where possible
5. Communicate with colleagues and stakeholders (internal and external) in a variety of formats including making use of networking opportunities where possible
6. Attend and actively contribute to meetings as required
7. Take personal responsibility to network, develop skills and enhance future employability

Job Demands

1. You will be office based with travel between locations.
2. You will be required to plan and organise your own workload.
3. You will be required to work to deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will be expected to communicate well with colleagues and others.

6. You will have excellent written and verbal communication skills.
7. You will provide support services to internal colleagues.
8. You will be responsible for handling and processing information.
9. You will be required to use your own initiative.
10. You will be required to exercise sound professional judgement.
11. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • HND or Degree level qualification in a related subject		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Organisational skills • Analytical skills • Report writing skills • Problem solving skills • Project Management experience. • Experience working as part of a team. • Experience using MS office packages.	• Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		