Digital Graduate
JOB DESCRIPTION

Job Title: Digital Graduate	Ref No:	JE Ref:
Department:	Location:	
Responsible To:	Service Lead – People, Performance and Improvement Manager	
Responsible For:	N/A	
Job Purpose:	To deliver on a specific digital projects, including conducting analysis and research as agreed, which will support improving and changing services. As a graduate post, the role will enhance skills and provide a foundation for future employability whilst carrying out work of value which is relevant to career plans, whilst contributing to the priorities of Dumfries & Galloway Council.	
Main Responsibilities:	• Take ownership of a specific piece of work relevant to both departmental objectives and personal career development • Deliver agreed outcomes/outputs within the term of the graduate placement • Focus on supporting service improvement or change activities that help Dumfries & Galloway Council to deliver on its priorities • Through the opportunities presented, take personal responsibility to network, develop skills and enhance future employability.	

Job Activities:	• Take responsibility for the delivery of specific strands of work • Where relevant, assist in developing, maintaining and enhancing departmental policies, guidance, processes and systems and making recommendations for change where possible. • Present information to Management ensuring it is accurate, timely and presented in an appropriate format • Conduct research activities as directed, including presenting findings in a concise and understandable manner • Communicate with colleagues and stakeholders (internal and external) in a variety of formats including making use of networking opportunities where possible • Attend and actively contribute to meetings as required • Take responsibility for personal continuing professional development • At all times act in accordance with relevant legislation, National Directives and Dumfries & Galloway Council policies and procedures • To participate in an evaluation of the INSPIRE Graduate Programme
	This job profile is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of the individual performance review process.

Performance Management	*The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.* • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.