

## **DEVELOPMENT SCHEMES**

### **TRAINEE EXECUTIVE SCHEME**

#### **AA1**

#### **JOB DESCRIPTION**

##### **JOB SUMMARY:**

The States of Guernsey is the Island's largest employer, with over 5,500 staff employed across a huge variety of Service Areas.

The Trainee Executive Scheme recruits students with ambition, enthusiasm and desire for a challenge. The Scheme consists of a series of placements in different Service Areas across the organisation, each lasting between 6 and 12 months. By the end of the three-year Scheme, Officers will have gained a breadth of knowledge of the workings of the States of Guernsey, and the majority of our Trainees progress rapidly as they forge careers for themselves within the organisation.

##### **RELATIONSHIPS:**

The Talent & Performance Team manages all States of Guernsey Development Schemes, and as such, Officers have a close relationship with the Talent & Performance Staff. On a day to day basis, officers will report to a line manager within their designated Service Area, and will regularly communicate with people both internal and external to the States. They will also regularly meet with other members of the Development Schemes.

##### **MAIN DUTIES AND RESPONSIBILITIES:**

As our Trainees work in a variety of areas over the duration of the Scheme, duties and responsibilities vary hugely. However, throughout the three years of the Scheme, we expect our Trainees to cover the following:

1. Contributing to a variety of projects. This will include providing timely and effective executive support across a range of project development work, e.g. the production and distribution of agendas; minute taking; creating and updating documentation.
2. Contributing to, developing, and / or implementing marketing or PR strategies, and managing social media accounts;

3. Drafting clear, concise correspondence and reports appropriately pitched for a number of different audiences, including States Members and the general public, in relation to a wide range of issues;
4. Acting as an initial point of contact in respect of queries from a variety of people including Committee Members, the general public, other Service areas, and Senior Officers from other Service Areas;
5. Taking Minutes at a variety of meetings;
6. Acting as convenor and/or secretary to a variety of meetings and steering groups;
7. Undertaking research and make recommendations on a variety of current policies and procedures, and to also assist with amending or drafting policy documentation;
8. Managing core information and databases and convert this into information for management;
9. Managing, maintaining and updating websites and States of Guernsey materials;
10. Preparing presentation material and deliver presentations whenever required;
11. Ensuring that information, knowledge, business developments and learning is shared across all relevant staff members.

Trainee Executives will be exposed to a variety of experiences outside of their day-to-day placement. These include group projects (e.g. creating the States of Guernsey Stand for the Careers Show), and assisting with training (e.g. role playing for the Recruitment and Selection Course run by staff of the HR Unit).

### **KEY CRITERIA:**

#### **ESSENTIAL**

1. 3 A-Levels graded A-C or equivalent qualification (e.g. a BTEC National Diploma with Distinction) OR ability to demonstrate the relevant competencies during the application procedure;
2. Ability to communicate effectively with people at all levels, both face to face and in writing;
3. Demonstrable experience of using own initiative and confident to challenge / be challenged;
4. A results-focussed attitude, with a commitment to quality and meeting organisational requirements;
5. Organisational skills, with a proven ability work under pressure and prioritise workloads in order to meet deadlines;
6. Ability to work both independently and as a team member;
7. A flexible approach to work with a willingness to undertake a variety of duties;
8. Self-motivated with the ability to work on own initiative/ with minimal supervision;
9. Good numeracy skills

### **KEY COMPETENCIES:**

Every States of Guernsey employee is expected to model the following behaviours: Leadership; Teamwork and Accountability. When we select placements for our Trainees, we are looking to allow them to develop their team working skills in year one, accountability in year two, and leadership in year three.

## **Teamwork Overview**

- Leading and Communicating – At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm.
- Collaborating and Partnering – People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the States to help get business done.
- Building Capability for All – Effectiveness in this area is having a strong focus on continuing learning for oneself, others and the organisation.

## **Accountability Overview**

- Achieving Commercial Outcomes – Being effective in this area is about maintaining an economic, long-term focus in all activities.
- Delivering Value for Money – Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services.
- Managing a Quality Service – Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements.
- Delivering at Pace – Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility for quality outcomes.

## **Leadership Overview**

- Seeing the Big Picture – Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports organisational objectives and public needs.
- Changing and Improving – People who are effective in this area are responsive, innovative and seek out opportunities to create effective change.
- Making Effective Decisions – Effectiveness in this area is about being objective; using sound judgment, evidence and knowledge to provide accurate, expert and professional advice.