**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Graduate Management Trainee | **Date:** | March 2021 |
| **Reporting Line:** | Various | **Job Level:** | £25,481 |
| **Department:** | 4 x 6 month Placements across organisation | **Business Area:** | Various |

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| **JOB PURPOSE** |
| The Greater Manchester Combined Authority (GMCA), is a statutory body consisting of the ten local authorities of Greater Manchester and a directly elected Mayor. It has wide-ranging economic development, regeneration and transport functions and an ambitious agenda to make Greater Manchester a better place in which to grow up, live, work and invest.  Our Graduate Trainee Programme provides a unique development opportunity for high calibre graduates wishing to pursue a career with a dynamic, exciting and socially responsible employer.  The scheme provides a rich experience; based around placements that will engage you in work that is core to the GMCA’s priorities.  Our wide range of services and the speed of change in local government mean that we need high calibre graduates who will thrive in a challenging and fast-paced environment. The Graduate Trainee Programme wants applications from graduates who can work effectively in complex and diverse situations, work in partnership with people at all levels from a variety of disciplines, aspire to become future managers, are prepared to challenge the status quo to bring about change, are prepared to learn and share knowledge and experiences, have resilience and show dedication to our aim of making Greater Manchester (GM) a great place to live, work and visit.  As a Graduate Trainee, this post holder will:   * be supported through involvement in project work across the 10 GM local authorities and with other public sector partners. * be supported to undertake further study to gain qualifications in leadership & management and undertake a Level 4 apprenticeship qualification. * be supported to take part in a range of local and national training and development opportunities which will contribute to meeting the needs of the directorates, the priorities of the GM Combined Authority and the local communities it serves. * work collaboratively with the GM Wider Leadership Team, the GM Health and Social Care Partnership leadership team, individual local authorities and other partners, central government departments, trades unions and other key stakeholders. |

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| **DIMENSIONS** |
| * Work with key strategic partners at local, national and international levels including: * GMCA Senior and Extended Leadership Teams * Greater Manchester’s ten local authorities * The Greater Manchester Local Enterprise Partnership |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** | |
| * **Communication:** Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders. Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence.   Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.   * **Analytical Skills:** Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments and proactively thinks through problems rather than reactively following a procedure-driven approach**.** * **Planning and Organising:** Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required. * **Problem Solving and Decision Making:** Strong decision-making skills and the ability to resolve issues in a pressurised environment. Continually performs at a high-level demonstrating commitment to achieve desired results. Prepared to challenge the status quo to bring about improvements. * **Collaborative working -** ability to lead and work as part of a team, experience of working in a team environment in an academic, work or voluntary capacity. * **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework. * **Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans. * **Commercial Awareness:** demonstrates business intelligence and ability to understand and evaluate all options for optimum service delivery, identify risks and plans to mitigate, to promote entrepreneurial approaches and ensure value for money in all transactions. * **ICT Skills:** Ability to use multiple applications, systems and associated software packages. * **Personal style:** Ability to understand, demonstrate and apply GMCA values. | |