Post Title: Graduate Trainee  
Job Ref: GTS1012

Duties of the post

- To meet all targets and objectives of the assigned graduate training scheme as set out by the Department Manager, Human Resources Manager, and Divisional Director.
- To learn specific in-house systems and processes, developing an ability to contribute to future decision-making and process improvement.
- To contribute to overall team performance, using both individual effort and working effectively in collaboration with others.
- To undertake research and offer suggestions for improvement to the main assigned project, as well as when working on specific project tasks and other departmental projects.
- To manage and drive own career path, attending all graduate and job specific training, demonstrating learning application as a result, and completing assessments where applicable.
- To participate fully in and take the lead when directed at departmental and company meetings, including networking with colleagues and external partners as required.
- To take a proactive role in assigned team, and fully engage with other functions in the Company to develop strong knowledge of the organisational aims and objectives and how the team contributes to these.
- Any other additional duties and responsibilities considered commensurate with the nature of the post.

Person specification

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<tr>
<th>Key competencies</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>■ Educated to Degree level</td>
<td>■ Experience in a similar or related role</td>
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| Knowledge and experience | ■ Strong commercial awareness and knowledge of the sector  
■ Familiar with using social and digital media for communication | |
| Skills and abilities | ■ Excellent communication and interpersonal skills, both verbal and written  
■ Highly developed problem solving skills  
■ Ability to work flexibly, on own initiative and as part of a team  
■ Excellent time management skills, including the ability to prioritise and meet targets and deadlines  
■ Highly proficient in MS Word and Excel | ■ Practical experience in delivering presentations  
■ Demonstrable leadership skills  
■ Good knowledge of MS Access |
| Other            | ■ Ability to manage own learning and development and willing to undertake training and development as required  
■ The ability to meet the requirements of UK ‘right to work’ legislation | |

Apply

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