

# KENT GRADUATE PROGRAMME

## YOUR APPLICATION PACK

TO AN  
EXCITING  
FUTURE

### RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

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Closing date: **11th August 2023**

**Your Highways & Transportation  
Stream application pack  
includes:**

Introduction to  
Kent County Council

Job description

Recruitment selection criteria

Vacancy timetable

Working for Kent County Council



# Content details

Letter to Applicant	3-6
Introduction to Kent County Council	7
Political Arrangements	8
Structure of KCC	9-10
Job Description and Person Specification	11-16
The Highways & Transportation Graduate Programme – An overview	17-18
Working for Kent County Council	19-20
Vacancy Timetable	21

July 2023



## APPLICANT INFORMATION PACK

Dear Candidate

### Application for the post of Graduate Highways & Transportation Engineer, Highways & Transportation Stream

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

**IMPORTANT NOTE** to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- When making your application, refer to the **person specification** contained in this application pack and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for (please provide examples). You may also want to use this section to describe why the role appeals to you and how this role fits with your long-term career aspirations. Your application form (and CV if you uploaded one) will be used by the Graduate Team to decide whether to shortlist you for the next stage of the selection process.

## Eligibility Criteria for Apprenticeships

### What are the requirements to apply?

To apply for the Kent Graduate Programme, you will need the following qualifications:

- a 2:2 undergraduate Degree or equivalent
- GCSE's in English and Mathematics at Grade A-C (or Grade 4 and above) or equivalent.

For some of our graduate programmes you may require a specialist Degree, but this will be stated clearly in the Person Specification for the role you are applying for.

There is no upper age limit when applying to any stream of the Kent Graduate Programme.

### Apprenticeship Funding

Our Graduate Programme consists of an embedded apprenticeship qualification. To be eligible for apprenticeship funding, you'll need to have resided in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) continuously for at least three years prior to the start of the apprenticeship programme.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training in England.

**Unfortunately, if you do not meet the above residency requirement, we will be unable to progress your application for the Graduate Programme.**

### Do you accept applications from non-UK citizens?

Our Graduate Programme consists of an embedded apprenticeship qualification so to be eligible for apprenticeship funding as a non-UK national you will need to:

- Have been resident in the UK and Islands for at least the previous three- year period on the first day of the apprenticeship.
- Your residence in the UK and Islands has not during any part of that period been wholly or mainly for the purpose of receiving full-time education.

- You have permission granted by the UK government to live in the UK and such permission is not for education purposes only; or you have obtained pre-settled or settled status under EUSS.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training and assessing apprentices in England.

Further details on Right to Work in the UK can be found on the UK [Visas and Immigration](#) page.

If you have any queries regarding your eligibility for the programme, please contact the Kent Graduate Programme Team at [kgp@kent.gov.uk](mailto:kgp@kent.gov.uk).

## **International Degrees**

If you have a Degree from another country, you must be able to provide evidence that your Degree is equivalent to our 2:2 entry requirements.

You are responsible for providing documentation and meeting any associated costs; we will normally ask to see evidence of your 2:2 Degree (or equivalent) during our pre-appointment checks.

The [UK National Information Centre](#) for the recognition and evaluation of international qualifications and skills (UK ENIC) provides information about the comparability of different international qualifications.

## **First Sift Recruitment Exercise/Shortlisting**

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

## The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback **after** the decision has been made.

# Introduction to Kent County Council

Visit our website at [www.kent.gov.uk](http://www.kent.gov.uk)

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.6 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

## Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Framing Kent's Future](#) is our top-level council strategy for 2022 to 2026. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

# Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	61 members
Labour (including Labour and Co-operative party)	7 members
Liberal Democrat	5 members
Green Party	5 Members
Independent Groups	2 members

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Rory Love	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transport
Shellina Prendergast	Cabinet Member for Communications and People
Derek Murphy	Cabinet Member for Economic Development

# Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please follow this [link](#)

The directorates are as follows:

## **Growth, Environment and Transport**

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

### Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

## **Adult Social Care and Health**

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

### Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and

Mental Health Services.

## **Children, Young People and Education**

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

### Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

## **Chief Executive's Department and Deputy Chief Executive's Department**

### **Chief Executive's Department (David Cockburn, Chief Executive Officer for KCC)**

#### Responsible for services that include:

- Strategy, Policy, Relationships and Corporate Assurance
- Finance
- Governance and Law
- Strategic Commissioning

### **Deputy Chief Executive's Department (Amanda Beer, Deputy Chief Executive)**

#### Responsible for services that include:

- Infrastructure
- Technology
- HR/OD
- Marketing and Resident Experience
- Health and Safety
- Business and Client Relationships
- Strategic Reset Programme

# Job Description

<b>Job Title:</b>	Graduate Highways & Transportation Engineer
<b>Directorate:</b>	Growth, Environment & Transport
<b>Grade:</b>	KR8
<b>Responsible to:</b>	Graduate Programme Manager (H&T), and Placement Managers
<b>Location:</b>	Hybrid Working – Working from Home and from KCC's buildings

## **Purpose of the Job:**

The Kent Graduate Programme Highways & Transportation Stream is a fast-track development opportunity designed to recruit high calibre graduates and develop them into our dynamic, forward-thinking practitioners and/or managers of the future.

You will participate in the programme for two years, completing three placements within the Highways & Transportation Division and working with partner organisations to gain experience of all aspects of the Council's highways and transportation work. This work may include aspects as diverse as dealing with individual customers and the detailed design of highway structures, along with contributing to plans and strategies that set out the future for highways and transport infrastructure in Kent.

The programme provides strong emphasis on personal development focusing on the skills and attributes required by senior managers within the Highways & Transportation Division. Trainees will be given the opportunity to undertake relevant management and/or practitioner training, with reference to appropriate professional development schemes run by Highways & Transportation and relevant professional institutions. On successful completion of the programme, trainees will be well equipped to occupy more senior roles within the Growth Environment & Transport Directorate and KCC.

### **Main duties and responsibilities:**

1. To work to a consistently high level in each of the placements, adding significant value to the work of the Highways & Transportation Division whilst developing and providing evidence of key skills.
2. To work within different teams and service areas in order to gain a good understanding of all aspects of the Highways & Transportation Division, and how these relate to the key priorities for Kent County Council and its partners.
3. To undertake project work appropriate in each placement, developing the individual as a project manager.
4. To undertake design work, whether schematic or detailed, that will progress ideas and proposals for highway infrastructure, having regard for costs and environmental impacts.
5. Advise County and District members as appropriate, in respect to highways and transportation issues and proposals.
6. To build strong professional relationships with colleagues and team members to ensure that personal and professional development is gained.
7. To represent the Highway Authority's position with the public and other outside bodies and attend committees as appropriate.

This job description will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

### **KCC's Main Roles and Responsibilities:**

1. To communicate a clear vision of what a Kent Graduate Programme Highways & Transportation Stream Trainee should achieve, and to provide the support and guidance necessary to achieve this.
2. To identify appropriate placement opportunities to meet the organisational needs and the personal development needs of the graduate.
3. To provide a structured training plan to develop the Kent Graduate Programme Highways & Transportation Stream Trainee's career, help to identify appropriate professional membership and career progression routes, and support them in studying for an appropriate qualification.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification: Graduate Highways & Transportation Engineer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

**As part of this Graduate Programme there is a requirement to undertake an Associate Project Manager Level 4 Apprenticeship therefore, we are unable to accept applications from those with an equivalent/higher level qualification in this area.**

	Criteria
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>▪ 2:2 degree or equivalent qualification in related disciplines e.g. Civil Engineering, Transportation Planning or Geography. Other degrees will be considered according to their relevance.</li><li>▪ GCSE Grade A-C (4-9 or equivalent) in English language</li><li>▪ GCSE Grade A-C (4-9 or equivalent) in Mathematics.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ An appreciation of how local authority services are linked in the pursuit of holistic outcomes for residents and businesses.</li><li>▪ Proven experience of leading seminars, discussion group or meetings</li><li>▪ Experience of managing a project.</li></ul>

<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate teamwork and ability to build effective working relationships</li> <li>▪ Ability to work to tight deadlines and maintain a high standard of work.</li> <li>▪ Good problem-solving skills and the ability to think strategically.</li> <li>▪ Ability to work out of all of the three main H&amp;T offices, and to travel around the County to undertake placement work.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ Good standard of computer literacy - IT qualification or evidence of IT literacy</li> <li>▪ An understanding of local government and a commitment to working in the Public Sector.</li> </ul>
<b>KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>▪ We are <b>brave</b>. We do the right thing; we accept and offer challenge.</li> <li>▪ We are <b>curious</b> to innovate and improve.</li> <li>▪ We are <b>compassionate</b>, understanding and respectful to all</li> <li>▪ We are <b>strong together</b> by sharing knowledge.</li> <li>▪ We are all <b>responsible</b> for the difference we make.</li> </ul> <p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none"> <li>▪ <b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile.</li> <li>▪ <b>Curious</b> - constantly learning and evolving.</li> <li>▪ <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</li> </ul>

	<ul style="list-style-type: none"> <li>▪ <b>Working Together</b> - building and delivering for the best interests of Kent</li> <li>▪ <b>Empowering</b> - Our people take accountability for their decisions and actions</li> <li>▪ <b>Externally Focused</b> - Residents, families and communities at the heart of decision making.</li> </ul> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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# The Highways & Transportation Graduate Programme – An Overview

## What's Involved

The Highways and Transportation (H&T) Stream is a challenging and exciting way to start your transport planning career in the Public Sector.

As a two-year development programme, the H&T stream provides access to training and career development opportunities you won't find elsewhere in local government.

From assessing the impacts and mitigation of large-scale developments to drafting transport strategies, policies and guidance, you'll take on early responsibility and make a real contribution towards improving the quality, safety, accessibility and efficiency of new neighbourhoods, employment sites, non-car transport options and public transport in Kent.

On the programme you will undertake three 8-month placements in key areas of the H&T service, which may include working on new policies and strategies, assessing development proposals, designing and consulting on new highway schemes and sustainable transport innovations as well as producing business cases and making bids for funding.

The specific role you take during these placements depends upon each individual placement. However, each placement will be selected to challenge you and to meet your specific developmental needs and these may involve you working on very high-profile projects.

## Length of stream


2 years

## Salary

You will receive a starting salary of £28,598 which will increase as you progress

## Location

Our main offices are in Maidstone, Aylesford or Ashford. You will be supported to work flexibly, including from home.



We are currently operating hybrid working giving the flexibility for individuals to work from home or in one of our reconfigured office buildings. We will support you to work in a hybrid way, with the necessary induction, management and equipment to achieve this.

### **Training and Development**

As a trainee on the H&T stream, you'll get the chance to develop your project management skills and achieve a Level 4 Associate Project Manager apprenticeship. There are also graduate workshops to develop personal skills, organisational knowledge and networking links within the council.

### **Entry Requirements**

- 2:2 degree or equivalent qualification in related disciplines e.g. Civil Engineering, Transportation Planning or Geography. Other degrees will be considered according to their relevance.
- GCSE Grade A-C or equivalent in English language (New grades 4-9)
- GCSE Grade A-C or equivalent in Mathematics (New grades 4-9)

# Working for Kent County Council

## **Salary and Notice**

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

## **Terms and Conditions**

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

## **Pensions**

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

## **Whole Time Employment**

The person appointed will be required to devote their whole-time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

## **Health and Safety Policy**

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

## **Sickness Provision**

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

## **Training and Development**

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

## **Green Travel**

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

## **Other benefits**

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counselling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

## **Living in Kent**

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

# Vacancy Timetable

**Closing Date for Receipt of Applications:** This post will close at midnight on Friday 11<sup>th</sup> August 2023.

**Candidates will be invited to complete a first sift activity:** Monday 14<sup>th</sup> August – Friday 25<sup>th</sup> August 2023

**Final Stage Interviews:** Shortlisted candidates will be invited to attend interview on Tuesday 26<sup>th</sup> or Friday 29<sup>th</sup> September 2023

**Start Date:** Successful applicants will join KCC on w/c 23<sup>rd</sup> October 2023 (This is subject to change)

## How to Respond

To apply please visit [www.kent.gov.uk](http://www.kent.gov.uk) to complete an online application form.