

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

TO AN
EXCITING
FUTURE

RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

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Closing date: **31 January 2022**

**Your Governance, Law
& Democracy Stream
application pack includes:**

Introduction to
Kent County Council

Job description

Recruitment selection criteria

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Working for Kent County Council



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January 2022



APPLICANT INFORMATION PACK

Dear Candidate

Application for the post of Governance, Law & Democracy Graduate

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)
- Refer to the person specification 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.

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

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.58 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, Occupational Therapists, Celebratory Officers and Customer Service Assistants in Libraries. 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.

[The Strategic Delivery Plan](#) is our business plan for 2020-2023. In light of COVID-19, this has been revised to focus on those critical activities for 2020-21.

Before the pandemic the Council was consulting on its new, draft 5-year plan. However, this was paused and the County Council have now produced an [Interim Strategic Plan](#).

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	7 members
Liberal Democrats	6 members
Green Party	4 members
Independent Groups	2 members
Vacant	1 member

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
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transportation
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
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](#)

Our four 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 and Waste, Regulatory Services, Economic Development, Community Safety and Emergency Planning, Libraries, Registration and Archives, Sport and Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk and Environment, Sustainability and 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 Directorate

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

Strategic and Corporate Services

The Directorate supports the delivery of our front-line services. The Directorate leads and coordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance and Law, Infrastructure, Policy and Strategic Commissioning including Procurement and Business Intelligence and Public Health

Job Description

Job Title:	Kent Graduate Programme – Governance, Law & Democracy Graduate
Directorate:	Strategic and Corporate Services
Division:	Governance, Law & Democracy
Location:	Sessions House, Maidstone (Hybrid Working)
Grade:	KR8
Responsible to:	Graduate Programme Manager (Operations & Client Relationship Manager) and Placement Managers

Purpose of the Job:

The Kent Graduate Programme Governance, Law & Democracy Stream is a fast-track development opportunity designed to recruit a high-calibre graduate and develop them as catalysts for innovation and improvement.

The successful candidate will participate in the Programme for two years within the division's new Operational Delivery Team which is responsible for developing, managing, and delivering a range of complex projects and outcomes to transform the delivery of Governance, Law & Democracy's statutory duties and processes relating to democracy, data, and law. There will be opportunities to work with other areas of the organisation to gain experience of all aspects of the Council's data, democracy & law responsibilities and there may also be opportunities to complete placements within the division.

The successful candidate will be given the opportunity to undertake a project management qualification training via an apprenticeship.

On successful completion of the programme, graduates will be well equipped to occupy more senior roles within the division.

KGP Main Role and Responsibilities:

- To work to a consistently high level, adding significant value to the work of the Operational Delivery Team:
- Provide support and assistance with transformation projects in relation to the delivery of services and processes within the division.
- Manage project workstreams and/or own workload effectively, prioritising tasks and ensuring deadlines are met.
- Commitment to developing full knowledge of project management and continuous improvement processes to solve complex problems
- Assist with the development of new systems, procedures and technologies ensuring transformation can be implemented efficiently and effectively within the agreed timeframe, and budget (where applicable), considering division & directorate business plans and objectives, in order to ensure adequate service provision within given resources.
- Interpret and analyse the effects of legislation, technology and policy development considering how this will affect initiatives, projects and activities across the division and any action which may need to be undertaken as a result in the short term.
- Horizon scan and contribute ideas to innovation initiatives, projects, and activities across the division to influence and enable the division to continually improve and redesign the way it delivers services at pace.
- Build strong, collaborative and professional relationships with team members, colleagues and networks within KCC to improve communication and partnership working and to ensure that personal and professional development is gained.

KCC's Main Roles and Responsibilities:

- To communicate a clear vision of what a graduate should achieve, and to provide the support and guidance necessary to achieve this.
- To identify appropriate opportunities and projects to meet the organisational needs and the personal development needs of the graduate.
- To provide a structured training plan to develop graduate's career, help to identify appropriate professional membership and career progression routes, and support them in studying for an apprenticeship.

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: Governance, Law & Democracy Graduate

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 Management Apprenticeship Standard (Level 4) therefore we are unable to accept applications from those with an equivalent/higher level Project Management related qualification e.g. an Undergraduate or Masters degree in Project Management, Prince 2 Practitioner or APM qualification in Project Management.

	Criteria
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ 2:1 (Achieved or Predicted) or an equivalent qualification in any discipline ▪ GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification). ▪ GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification). ▪ Willingness to work towards the Associate Project Manager apprenticeship
EXPERIENCE	<ul style="list-style-type: none"> ▪ Involvement in activities, organisation and work experience outside of course of study
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Excellent IT skills ▪ An understanding of local government and a commitment to working in the Public Sector.
SKILLS / ABILITIES	<ul style="list-style-type: none"> ▪ Ability to demonstrate teamwork and ability to build effective working relationships

	<ul style="list-style-type: none"> ▪ Ability to work to tight deadlines and maintain a high standard of work ▪ Good verbal and written communication skills ▪ Good problem-solving skills and the ability to think strategically ▪ Evidence of managing a project
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> ▪ We are brave. We do the right thing; we accept and offer challenge. ▪ We are curious to innovate and improve. ▪ We are compassionate, understanding and respectful to all ▪ We are strong together by sharing knowledge. ▪ We are all responsible for the difference we make. <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile.</p> <p>Curious - constantly learning and evolving.</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making.</p> <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>

The Governance, Law and Democracy Stream – An Overview

What's Involved

The Governance, Law & Democracy stream is an exciting opportunity for graduates looking to start a career in the public sector.

As a member of the newly created Operational Delivery team, you will gain exposure to a variety of local government functions, and valuable experience working with different areas of the organisation. You will be working alongside previous graduates to deliver projects which transform the way the Council's statutory duties in the areas of data, democracy and law are discharged.

Alongside these core transformation projects you will have opportunities to gain more experience in areas of particular interest to you, with the chance to undertake placements in different teams in the division and work on a wider variety of projects.

During their time on the Programme, our most recent graduates had the chance to work on the transition to virtual committee meetings during the pandemic, and were a part of the Election Project Team, supporting the delivery of the 2021 Kent County Council elections.

Throughout the two years you will have opportunities to help solve problems and design processes; developing key skills in the process. Upon completion of the Programme, you will be well equipped to occupy more senior roles within the division.

We welcome applications from all backgrounds and communities, and we particularly encourage applications from candidates who identify as Black, Asian or from a Minority Ethnic background, as we look to ensure our division mirrors the diversity of the Kent population.

Length of Stream

2 years

Salary

Candidates will receive a starting salary of £26,205 which will increase with progress.

Location

This role will be based at Sessions House, Maidstone.

The team currently has a hybrid model of working with some days in the office and some days working from home. You will be fully supported to do this, with the necessary induction, management, and equipment.

Training and Development

As a part of the Graduate Programme, you will undertake the Associate Project Manager Apprenticeship.

Workshops are also held for those on the Graduate Programme to develop personal skills, organisational knowledge, and networking links within the council.

To support your personal and professional development, there may be further training opportunities throughout the Graduate Programme. Previous graduates have received additional training in presentation skills, data protection and the use of different IT platforms to support them in their roles.

Entry Requirements

- A 2:1 degree (Achieved or Predicted) or equivalent in any discipline.
- GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification)
- GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification)

If you are an overseas applicant, please see our [equivalency table](#) to check if you meet the academic requirements.

Working for Kent County Council

Salary and Status

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 counseling 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 Monday 31st January 2022

Candidates will be invited to complete a first sift activity: Tuesday 1st – Monday 14th February 2022

Final Stage Interviews: Shortlisted candidates will be invited to attend interview on Friday 11th March 2022

Start Date: Successful applicants will join KCC on Monday 4th April or Monday 5th September 2022 (Please state clearly in your application your preferred start date).

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.