KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

TO AN EXCITING FUTURE

RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

Apply online:
kent.gov.uk/jobs/starting-your-career/
kent-graduate-programme

Closing date: **21st December 2020**

Your **Software Development Stream** application pack includes:

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Working for Kent County Council

Kent County Council
kent.gov.uk

Content details

November 2020

APPLICANT INFORMATION PACK

Dear Candidate

Reference your application for the post of Software Development Graduate 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)
- 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 video submissions will then 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.

Assessment Centre

Candidates who are shortlisted for assessment centre following the first sift recruitment activity will be notified by telephone and in writing of their invitation. Please make a note of the assessment centre dates in your diary.

The Interview

Where an assessment day is held, candidates that are successful will be informed as soon as possible after the end of the day itself 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 1.4 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 on improving lives by ensuring that every pound spent in Kent is delivering better outcomes for Kent's residents, communities and businesses. As long as those outcomes are supported by the right services, at the right quality and right cost, they could be delivered by KCC, the public, private or voluntary and community sector. This shift towards a strategic commissioning approach is set out within our Strategic Statement "Increasing Opportunities, Improving Outcomes".

In becoming an outcome focused organisation the way we work within KCC, and with our partners and providers, is changing. Our approach is to:

- Promote personal and family responsibility;
- Focus on prevention and supporting independent living;
- Maximise social value from the services we commission;
- Commission and design services with our partners;
- Maximise the value of the Kent tax pound;
- Be business orientated and entrepreneurial;
- Be a strong voice for Kent nationally and internationally;
- Recognise that no one size fits all.

The Strategic Delivery Plan is our business plan for 2019 - 2022.

The plan summary captures all of our significant commissioning, service and policy activity in one

place, looking ahead over the next 3 years.

Our business plan plays an important part in delivering the outcomes of our strategic

statement, [Increasing Opportunities, Improving Outcomes](.).

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	65 members
Liberal Democrat	7 members
Labour	5 members
Independent Groups	4 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
Richard Long	Cabinet Member for Education and Skills
Michael Payne	Cabinet Member for Highways and Transportation
Shellina Prendergast	Cabinet Member for Communications, Engagement and People
Mike Whiting	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 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 & 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 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 & 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.

Strategic and Corporate Services

The Directorate supports the delivery of our front line services. The Directorate leads and co-ordinates 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 & Law, Infrastructure, Policy and Strategic Commissioning including Procurement & Business Intelligence and Public Health

Job Description

Job Title:	**Graduate Development Operations Officer**
Directorate:	**Strategic & Corporate Services**
Division:	**Infrastructure Division**
Location:	**Sessions House**
Grade:	**KR 8**
Responsible to:	**Enterprise Architect**

Purpose of the Job:

1. The Graduate Development Operations (DevOps) Officer supports the development and operation of software through tools, environments and practices.

2. The Graduate DevOps Officer reports to the Enterprise Architect and is responsible for supporting the team on the Council's technical vision, assists in the creation of the ICT strategy and roadmap. The Graduate DevOps Officer will define technology solutions to meet business change needs, by taking requirements established by the Business Relationship Partners with the directorates, and defining, at an appropriate level of detail, the technical solution that will meet those requirements. The Graduate DevOps Officer supports the Enterprise Architect on technical aspects of the solution, during the commissioning process. The Graduate DevOps Officer will collaborate on the design and delivery of solutions for new cloud systems, working with business services to scope and tailor solutions towards the client's needs and requirements.

3. A Graduate Development Operations Officer attends certified training and develops skills on the job. At this level, you will:

- spend a significant proportion of your time shadowing others
- build on your own knowledge

Main duties and responsibilities:

4. Contributes to the development of the technology strategy for technology platforms, partnerships, and external relationships.

5. Supports the development elements of the technology roadmap (particularly Microsoft 365 and SharePoint), so that it includes broad-ranging, technology based innovations that produce effective and efficient solutions, to meet existing and future needs in a strategic, coherent and integrated manner, on behalf of KCC, partners and other clients.

6. Ensures that specific technology solutions created in response to business needs align with the ICT strategy and roadmap, comply with prevailing standards, can be implemented to acceptable levels of cost/timescale/risk, and will achieve the desired outcomes.

7. Assists the Enterprise Architect and collaborates with Business Partners and Technology Commissioners in the process of commissioning solutions with the Service Provider, providing technical support and clarification as necessary on technical issues as may arise during the development process.

8. Is aware of technical standards and ensures adherence to them for product development and council operations.

9. Ensures that relevant professional advice, guidance and information is available in an intelligible and timely fashion to the Enterprise Architect, other staff in the council and other stakeholders as appropriate.

10. Liaises with peer organisations to learn from their experiences in areas that we may wish to move into in the future

Person Specification: Graduate Development Operations Officer

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 the DevOps Engineer (Level 4) Apprenticeship Standard therefore we are unable to accept applications from those with an equivalent/higher level IT related qualification e.g. an Undergraduate or Masters Level qualification in IT.

CRITERIA	
Qualifications	2:1 degree or equivalent qualification in a Maths/Science subject. - 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)
Experience	- Has work experience in IT within an organisation dealing with the technical controls of systems and the human interface with IT. - Has experience in manipulating data within Spreadsheets and importing and exporting to/from various formats. - Has experience in working to a structured methodology - Has knowledge about user experience analysis and its principles. - You can see the purpose of user stories and focus on user needs.
Skills & Abilities	- Able to organise their own work - Can work in a team to design of components of larger systems. - Can design, code, test, correct and document simple programs or scripts under the direction of others - Ability to assess and/or quantify and qualify information - Ability to communicate technical issues effectively to non-specialists - You can help fix faults following agreed procedures. You know how to carry out agreed infrastructure maintenance tasks. - Excellent written and verbal communicator.

Knowledge	- Understands about the availability of and capacity management processes. - Has knowledge about information security and the types of security controls that can be used to mitigate security threats within solutions and services. - Can explain the central principles of modern standards approach and how they apply to the work you are undertaking. - Knowledge of Microsoft Office 365 product suite; - Understands the principals and concepts of Risk Management
Kent Values	- 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

The Software Development Stream – An Overview

This role sits within a small, dedicated team who are responsible for maintaining the strategic objectives and commissioning of system and solution architecture across the IT estate. The team therefore work in collaboration with our colleagues in IT, our suppliers of service, our IT Traded Service organisation and the business in general.

The Authority has invested significant resources in Microsoft cloud technology and the Dev Ops Engineer will be expected to develop skills in all aspects of M365 and Azure Cloud.

This role will involve working with colleagues to understand the requirements of existing and newly proposed systems, determine what opportunities are available to improve business processes and make recommendations on how these opportunities should be progressed.

Working alongside other IT colleagues you will be involved in implementing the IT strategy and our drive to the cloud for all services.

You will learn to use various technical architecture tools and techniques, including the Microsoft Power platform to develop and maintain effective service process improvements. Specific training will be provided where required.

On successful completion of the programme your will be able to:

- confidently use the Microsoft power platform to build business applications,
- communicate with confidence on technical architecture and their associated risks
- Understand the role cloud computing and how public sector bodies can deliver resilient architecture in a cloud environment

Training and Development

The programme provides a strong emphasis on personal development and you will be offered a range of development opportunities throughout your two-year programme including the Development Ops Apprenticeship (Level 4). You would also be enrolled into the Corporate BCS scheme such that you can take advantage of the additional learning and networking opportunities this provides.

You are fully supported from day one and will be allocated a Placement Manager who will take a close interest in your development. Coaching is also available on request.

On successful completion of the programme, trainees will become part of the Infrastructure Team and will be deployed according to the priorities of the council.

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent. Additionally, the ongoing COVID-19 pandemic requires most employees to work at home if they are able to do so. You will be fully supported to do this, and will be given the necessary induction, management and equipment.

Our Commitments

1. To deliver the Strategic Outcomes contained within our strategic statement 'Increasing Opportunities, Improving Outcomes'

2. To deliver better outcomes for Kent residents through our Commissioning Framework

3. To provide excellent value for money services and continuously improve KCC Performance

4. To take better care of the public by improving the ways we communicate, listen and respond to their needs

5. To inspire our staff and ensure KCC promotes equality of opportunity

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 21st December 2020

Candidates will be invited to complete a first sift activity: Tuesday 22nd December - Monday 4th January 2021

Assessment Centre to be held: Shortlisted candidates invited to attend an Assessment Centre to take place on w/c 25th January or 1st February 2021

Final Stage Interviews: Shortlisted candidates will be invited to attend interview w/c 15th February 2021

Start Date: Successful applicants will join KCC on Monday 22nd March 2021

How to Respond

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