**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Graduate Project Officer |
| **Job Reference** | 20238 |
| **Grade and Salary** | £25,000 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Various |
| **Location** | Endeavour House, 8 Russell Road, Ipswich IP1 2BX – Hybrid working |
| **Hours per week** | 37 |
| **Status** | **Fixed Term or secondment to September 2026** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

The Suffolk Graduate Programme offers a unique opportunity to develop your career in the public sector through a structured one year placement. As a Graduate Project Officer, you will gain hands-on experience supporting the delivery of key projects that make a difference to communities across Suffolk.

This role is designed to build your skills in project coordination, stakeholder engagement, and public service delivery.

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| **About the placement** |

You will be based within a project office or programme team, supporting the planning, delivery, and monitoring of projects. You’ll be assigned a placement manager and a senior mentor to guide your development throughout the year long placement.

Your work will be varied and impactful, giving you exposure to different areas of the council and the wider Suffolk system.

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| **What you will be expected to deliver in the role** |

As a Graduate Project Officer, you will support the planning, coordination, and delivery of projects across Suffolk County Council. Working within a dynamic team, you will contribute to project documentation, stakeholder engagement, and progress tracking to ensure successful outcomes.

**While each placement will be different, the type of activities you will be expected to undertake might include:**

* Providing project support to managers and programme leads.
* Developing project plans and programme management documentation to track delivery and risks.
* Leading a workstream within a project or programme and being personally accountable for the delivery of key tasks and activities including collaborating with colleagues or other delivery partners/suppliers to ensure that work gets completed as agreed.
* Undertaking research or analysis of information and data to extract key information that is useful to the overall success of the project.
* Attending/arranging project and team meetings/events.
* Producing agenda’s and facilitating meetings including producing action lists, etc.
* Acting as a first point of contact for specific work streams or areas of work.
* Collation of reports and analysing a range of information and data to identify issues, problems, levels of service demand, etc.
* Contributing to the development and implementation of creative and innovative sustainable solutions to resolve identified issues
* Production of detailed briefings and reports including workstream updates, preparation of business case proposals, research reports including making recommendation for changes.
* Identify and develop good working relationships with other people involved in the project or work area including customers, colleagues, key stakeholders, external partners or suppliers.
* The development and organisation of community engagement events or other events related to the placement.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Initiative – A proactive self-starter who takes ownership of tasks.
Collaboration – A team player who works well with others to achieve shared goals.
Curiosity – Eager to learn and understand how things work.
Innovation – Brings fresh ideas and creative thinking.
Resilience – Stays positive and adaptable when faced with challenges.
People Skills – Communicates clearly and builds strong relationships.
Ownership – Takes responsibility and follows through on commitments.
Coachability – Open to feedback and committed to personal growth.
Networking – Builds connections across teams and organisations.
Flexibility – Comfortable with change and able to adapt quickly.
Adventurous – Willing to step outside your comfort zone.
Analytical Thinking – Able to research, interpret and use data effectively.
Commercial Awareness – Understands the wider context of public service delivery.
Problem Solving – Finds practical solutions to complex issues.
Aspiration – Motivated to build a long-term career in the public sector.
Diligence – Pays attention to detail and goes the extra mile.
Passion – Enthusiastic about making a difference.
Self-direction – Manages time and priorities effectively.
Resolve – Committed to seeing things through.
Effective Communication – Tailors messages to different audiences.
Emotional Intelligence – Understands and manages emotions in self and others.
Conscientiousness – Seeks clarity and delivers to a high standard.**

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.