

THE CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job title: Graduate Management Trainee (FTC)

Directorate: West Midlands Pension Fund

Service: Finance, Resources and Transformation

Location: Any Suitable Location within the City of Wolverhampton

Workstyle: Flexible

Responsible to: Systems & Business IT Manager

Grade: 5

Job Purpose and Role:

The role of Graduate Management Trainee in the Systems function of West Midlands Pensions Fund offers an excellent chance to develop IT, technical, business, and personal skills within a fantastic environment.

You will have the opportunity to work on various activities relating to IT Service Delivery, Support, Business Analysis, Cyber Assurance, Supplier Management as well as exposure to automation and AI technologies.

The scheme includes hands-on experience, formal industry recognised IT qualifications to help you to develop and understand The Fund's operations and how IT plays an important role in enabling the Fund's in its key operations and deliver its regulatory obligations.

During the 2-year placement you will have exposure to different aspects of the Systems function which could include but not limited to.

Key Responsibilities

- Support the development and maintenance of an IT Service Catalogue, ensuring services are clearly defined, accessible, and aligned with business needs.
- Assist in managing IT assets throughout their lifecycle, tracking hardware and software inventories, licensing, and ensuring compliance with organisational policies.

- Work alongside IT teams to identify recurring issues, perform trend analysis, and contribute to long-term solutions that improve system stability.
- To provide dedicated support in the delivery of the Fund and Service area priorities, implementing agreed objectives, performance monitoring, reviewing and reporting progress and ensuring all timescales are adhered to.
- To develop, design and implement projects and support programmes, including budget management.
- To provide technical support to the employing Service to deliver key outcomes identified in their Service Plans
- Participate in the Graduate Training Programme to ensure that training and employment needs are met, attending relevant training and development events and meetings as required.
- Assist in identifying opportunities for process automation within IT service management and business operations.
- Support the preparation of reports, dashboards, and insights to inform IT decision-making.
- To act in accordance with the Council's Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the service and contribute to service improvement as required.
- The City of Wolverhampton Council is committed to Corporate Parenting.
“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of jobholder

CITY OF WOLVERHAMPTON COUNCIL

PERSONNEL SPECIFICATION

Post Designation: Graduate Trainee

Job Class: Training Contract

Job Purpose and Role : As a Graduate Trainee you will assist in the provision of an efficient and effective service to support the Pension Fund. You will work across different service areas within the Fund, and your duties and responsibilities will reflect the service area in which you are operating at that time. You will provide dedicated support to a nominated Service within a learning contract to assist with the promotion, delivery and integration of the Fund's key objectives. You will be required to study for professional qualifications and to meet the requirements of a training contract.

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Degree or equivalent		Application Form Production of Certificates
Training	Commitment to obtaining a professional qualification Attendance at courses and seminars and other training to improve personal skills and knowledge.	Participation in formal continuing professional development arrangements.	Application Form Interview
Experience	Evidence of ability to work accurately in a detailed manner to meet strict deadlines.	Ability to work with and gain the co-operation of a wide range of people and organisations.	Application Form Interview References

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Special Knowledge/Skills	Ability to communicate effectively orally and in writing. Ability to work accurately to deadlines. Good standard of numeracy and literacy	Systematic approach and analytical skills. Ability to understand and disseminate complex and technical issues. Ability to effectively use office IT systems.	Application Form Interview References
Personal Qualities	Ability to establish and continue good working relationships and work effectively as part of a team. Ability to work effectively under pressure when required.	Ability to use initiative within delegated authority and to work with little supervision and direction. Ability to work flexibly and within a team environment. Open to new ideas and willing to challenge current approaches.	References Interview Testing
Interests and Motivation relevant to the job	Self Motivated. Commitment to maintain professional and ethical standards	Self starter. Ambitious and career development minded.	Application Form References Interview

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Commitment	To achieve work targets within specified timescales. To contribute towards maintenance and improvement of the image and reputation of the Service Group. Demonstrate the commitment to and record continuous professional development.	Ability to identify problems and find solutions. Understanding of and ability to consider equality issues	References Interview