



Job Description

Job Title:	Workforce Development Graduate
Directorate/Team:	People & Culture, Workforce Development & Professions Team
Location:	16 Summer Lane or other site/location
Responsible to:	Julie Smith, Workforce Development Partner, Emerging Talent
Responsible for:	NA
Key working relationships: (internal)	This postholder will develop key relationships across the organisation to support in the provision of key programmes or services for the Workforce Development team.
Key working relationships: (external)	Build relationships with external providers, in-line with Emerging Talent projects, and Academy Projects.

Purpose of the Post

The WMCA Graduate Development Programme is a structured early careers pathway designed to develop the next generation of public sector leaders. Regardless of the directorate or discipline you join, all graduates benefit from a development framework, including a structured development programme, mentoring, peer cohort activity, and regular touchpoints to support your growth throughout the scheme.

This role sits within the Workforce Development & Professions team and supports the delivery of apprenticeships, work experience, Leadership capabilities and the WMCA Academy. Reporting to the Workforce Development Partner, and working closely with the Academy Lead, you will help translate emerging talent ambitions into practical delivery, contributing to Academy development, insight, communications and evaluation, while building the skills, knowledge and professional networks needed for your future career.

Accountabilities

- Support apprenticeship planning, onboarding, monitoring and provider liaison, moving towards self-service delivery by setting up information on systems.
- Coordinate expanding work experience placements (including the Young Leaders Programme and T Levels), ensuring high-quality learning objectives, manager guidance and learner feedback, and support the upskilling of colleagues to sustain apprentice and graduate programme delivery.
- Contribute to the development of WMCA Academy pathways for apprentices, graduates, interns and work experience participants, working with the Academy Lead on content, insight and communications.
- Support the collection and analysis of emerging talent data, including completion, progression, diversity, regional representation and learner satisfaction.
- Develop case studies, communications and success stories that demonstrate impact and social value, building the profile of the People & Culture Strategy.
- Support operational coordination of Leadership capabilities: scheduling, provider liaison, cohort onboarding, event logistics and on-programme tracking.
- Maintain evaluation data for the Monitoring & Evaluation framework, including baseline data capture before cohort 1 begins, in-programme tracking and post-programme data collection.
- Work across People & Culture, directorates and external partners to strengthen early careers pipelines.
- Maintain confidentiality and integrity in handling sensitive information.

Responsibilities

Strategic

• Assist in the development of programme plans and strategic documents by gathering data, insights and stakeholder input. • Contribute to horizon scanning and research activities that informs long-term planning, innovation and policy development. • Participate in cross-departmental initiatives that align with organisational priorities such as sustainability, digital transformation, and inclusion. • Support performance reporting and help track progress against strategic objectives. • Work flexibly and with integrity to meet the needs of the WMCA and XXXX team.
People
• Build collaborative relationships with the Workforce Development Partner, Academy Lead, and wider People & Culture colleagues, mentors and managers. • Take day-to-day direction from the Workforce Development Partner, working closely with the Academy Lead on Academy-specific development activity. • Regularly engage with mentors or supervisors to gain insights and improve performance. • Provide support and, where appropriate, guidance to the Business Administration Apprentice and 12-week structured intern on shared Emerging Talent and Academy workstreams. • Actively contribute to team meetings and a positive, inclusive working environment. • Represent the organisation professionally when interacting with external partners, providers or members of the public.
Operational
• Coordinate and support meetings, workshops and events relating to apprenticeships, work experience, Leadership capabilities and Academy activity. • Own day-to-day coordination of Leadership capabilities, including scheduling, provider liaison and cohort tracking. • Maintain and improve emerging talent records, trackers and documentation, including the ET programme dashboard, to meet compliance and quality standards. • Support the Academy Lead with Academy development, insight, communications and evaluation content, contributing to the shift towards a self-service offer. • Use digital tools and systems to manage complex tasks, workflows and collaborative projects. • Respond to enquiries and requests from colleagues and stakeholders in a timely and professional manner, resolving issues where required. • Maintain logs of your work, including progress reports, learning outcomes, or any required documentation as part of learning.
Financial
• Support financial processes including purchase orders, expense tracking, and invoice management with accuracy and accountability. • Contribute to budgeting, financial planning, and value-for-money processes through analysis and stakeholder engagement, developing knowledge through shadowing and training. • Ensure accuracy and attention to detail when handling financial data or documents. • Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.
Other
• Complete all graduate scheme modules and assessments within agreed timeframes. • Uphold the organisation's values: collaborative, inclusive, innovative and driven. • Take part in internal development programmes, networking events, and mentoring opportunities as required. • Represent the WMCA in a professional manner. • Carry out any other duties reasonably required to support the team and enhance learning, commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable	How Evidenced?
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Experience	E	D	A*	I*	T*
Experience working in a team environment (e.g. university, volunteering, part-time job)	x		x	x	
Experience supporting projects or events	x			x	
Confident in using Microsoft Office (Word, Excel, Outlook)	x		x	x	
Skills / Knowledge	E	D	A*	I*	T*
The ability to work well with others, showing awareness of diversity, emotional intelligence, and political sensitivity.	x		x	x	
Able to communicate clearly and confidently, adapting style to suit different audiences and put ideas across effectively.	x		x	x	
Able to manage time and priorities to meet goals and support change.	x		x	x	
The ability to act on own initiative and take responsibility for decisions to achieve results.	x		x	x	
The ability to use creativity and analysis to problem solve and find cost-effective solutions.	x		x	x	
Able to actively pursue learning and development, showing resilience and a positive attitude to change and setbacks.	x		x	x	
An understanding of the role of a combined authority in shaping and delivering strategic services and fostering regional growth.	x		x	x	
Ability to work effectively in a hybrid environment, combining remote and office-based work.	x			x	
Qualification / Education / Training	E	D	A*	I*	T*
Willingness to complete a graduate scheme	x				x
A minimum 2:2 undergraduate degree in any subject (or equivalent level 6 qualification), gained within the last 5 years	x		x		
Evidence of ongoing personal or professional development		x	x		

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.

Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.
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Values	
Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.
Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.	

Additional Post Requirements							
Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family
Position Reference			