

<u>Job Title:</u>	Graduate Trainee
<u>Department:</u>	Graduate Academy
<u>Responsible to:</u>	Early Careers Team & Rotational Line Managers

Purpose of the Role

Our Graduate scheme is designed for those Graduates who would like to experience many different aspects of our business. This allows you to gather a detailed insight into each department and the respective responsibilities before settling on a career path.

We aim to arm our Graduates with a wealth of knowledge and experience by providing as much exposure and opportunity as desired.

Our scheme spans across 2 years, through which our Graduates will undertake a variety of rotations, ranging from 4 weeks to 6 months in various departments of the business. This allows you to experience the whole housebuilding process from start to finish.

Our Graduates are given real responsibility in their role enabling you to take ownership of everything you do, with the support and guidance of our experienced teams.

At the end of the programme, our graduates work together with their line managers and mentor to identify the areas of the business that they have enjoyed the most and have been the most successful in. Once you have identified the area you would like to work in, we will work with the business to facilitate your promotion into your desired role.

Responsibilities as a Graduate Trainee at Countryside:

- Follow the Rotational Graduate Programme, completing various requirements and meeting targets set by the individual department leaders. Your responsibilities will vary within each rotation, and these will be set out to you by the respective line manager.
- Attend regular 1-2-1 meetings with the Early Careers team and your assigned mentor, to discuss your progress on the programme and agree new targets to continue your development.
- Contribute to continuous development within Countryside by undertaking Divisional/Regional/Group projects as agreed with your line manager and mentor.
- Continue to develop through reviews with your coach and mentor, and undertaking relevant professional qualifications where appropriate.
- Contribute towards Corporate Responsibility & Sustainability objectives by driving local initiatives and consistently high levels of customer service.
- Take part in and on occasion chairing Graduate team meetings, developing an agenda and delivering key business information to the team.
- Support industry initiatives and engagement events, in your role as a Construction Ambassador.
- Work to the best of your ability in all departments, ensuring that all learning opportunities are taken and valuable experience is gathered.
- Act as a buddy to future new graduates where applicable.

Desirable Criteria:

- Passionate about customer service, house building and construction.
- Minimum of a 2:2 Degree, ideally relevant to the Built Environment
- Self-confident, articulate, resilient and able to thrive under pressure in a fast-paced environment
- A lateral and innovative thinker; sees change as an opportunity and challenge for the business
- Able to work on own initiative, with the drive to take ownership of projects
- Strong communication skills, the ability to build effective and mutually beneficial working relationships both internally and externally
- Able to rapidly absorb new and complex information with ease and speed to conduct an incisive analysis
- Displays energy and enthusiasm to deliver goals and achievements
- Driven, self-motivated and results driven for self and business