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Science, Education and Industry Executive (Graduate Scheme)

Location: TGH
Reports to: Development Manager
Job Family: Specialist

CONTEXT OF THE ROLE

Responsible for supporting their line manager in the Science, Education and Industry Department and for conducting projects which may encompass policy, communications, marketing, sales and event and project management – all of which will require them to acquire new skills. The graduates will spend approximately 4 months in three of the following teams:

- Science
- Education
- Industry
- Communications
- Marketing
- Government Relations
- Membership Recruitment
- Chemistry Centre
- Member Services
- Corporate Relations

KEY ACCOUNTABILITIES

Graduates will work on a wide variety of projects to promote the chemical sciences ranging from national events like Chemistry Week and the public lecture series at the Chemistry Centre, to organising seminars aimed at Government and key policy makers, running networking events for members, to outreach in schools.

KEY KNOWLEDGE AND SKILLS REQUIRED

- Good honours degree, masters or PhD in a chemical or related science
- The ability to make thoughtful and rapid decisions
- Proven organisational and time management skills demonstrating the ability to prioritise effectively

- Applies functional knowledge to perform day-to-day requirements with minimal supervision and demonstrates awareness of the impact of their outputs.
- Impressive communication and interpersonal skills
- The ability to work well as part of a team
- Actively seeks continuous self-development

VALUES AND KEY COMPETENCIES

CUSTOMER FOCUSED *Customer service, market intelligence, commitment* Level: 2

- Develops effective relationships with both internal and external customers
- Proactively ensures customer needs are satisfied
- Looks for opportunities to create a positive customer experience
- Positively engages with internal and external customers to agree commitments
- Applies quality control measures to customer expectations
- Takes ownership for resolving issues quickly
- Positively promotes the RSC, both internally and externally

ENTERPRISING *Business like, progressive, continuous improvement* Level: 2

- Applies knowledge of RSC strategy to own work; demonstrates good understanding of their function and how it operates in relation to the organisation; uses understanding and awareness of structure of the organisation to “get things done”
- Understands the importance of the allocation of resources (such as budget, people, equipment, time) and contributes to resourcing decisions
- Encourages ownership and pride for delivering high quality work from colleagues
- Takes an enterprising approach to delivery of projects and tasks
- Contributes to the design and development of effective and improved processes and methodology
- Is prepared to challenge the status quo where necessary
- Accepts fair criticism and responds appropriately

INSPIRATIONAL *finding solutions, decision making, inspiring others* Level: 2

- Performs day-to-day requirements with minimal supervision
- Applies expertise and knowledge to evaluate and solve a range of problems
- Seeks opportunities to take on additional responsibilities
- Provides effective solutions to problems to achieve success
- Motivates and inspires others through leading by example
- Represents and promotes the RSC to a high standard

KNOWLEDGEABLE *Seeking information, sharing information, using knowledge*
Level: 2

- Actively seeks continuous self-development and learning and proactively requests feedback from others
- Appropriately investigates problems, situations or opportunities to enhance understanding
- Uses proficiency in own field and detailed knowledge of department's activities to contribute to achievement of team or department objectives
- Uses knowledge to influence others through developed communication skills
- Is perceived by others within the RSC as an expert in their particular field

INCLUSIVE *working with others, two way communication, negotiating and influencing*
Level: 2

- Supports others to achieve their goals
- Communicates information and concepts effectively to individuals and groups; genuinely values and respects other peoples' input and expertise and shows a willingness to learn from them
- Demonstrates tact, diplomacy and negotiation skills
- Demonstrates a 'can do' positive attitude, is willing to go the extra mile to help themselves and others deliver in their role