

## Graduate Management Trainee (Specialist) Land & Property

### Greater Manchester Combined Authority

#### GM Districts - Role Profile

<b>Job Title:</b>	Graduate Management Trainee (Specialist) Land & Property	<b>Date:</b>	December 2025
<b>Reporting Line:</b>	Director of Land and Property	<b>Job Level:</b>	Grade 5 (£30,024 - £33,699)
<b>Department:</b>	Land and Property	<b>Business Area:</b>	Place Directorate

#### JOB PURPOSE

The Greater Manchester Combined Authority (GMCA), is a statutory body consisting of the ten local authorities of Greater Manchester and a directly elected Mayor. It has wide-ranging economic development, regeneration and transport functions and an ambitious agenda to make Greater Manchester a better place in which to grow up, live, work and invest.

The Land & Property Team, provides a unique development opportunity for high calibre graduates wishing to pursue a career with a dynamic, exciting and socially responsible employer.

Supporting the Director of Land and Property and the delivery team in the design and delivery of strategic asset management programmes which deliver the ambitions of the Combined Authority and other public sector partners in Greater Manchester (GM), this role aims to transform the public estate, building skills and driving value through a strategic approach to asset management.

The role will also involve working collaboratively with internal stakeholders, end-users, and external partners across GMCA. The role will be responsible for coordinating all aspects of project delivery, ensuring compliance with GMCA's governance processes, and achieving agreed milestones within time, budget, and quality parameters.

Our wide range of services and the speed of change in local government mean that we need high calibre graduates who will thrive in a challenging and fast-paced environment. The Land & Property Team is seeking applications from graduates who can work effectively in complex and diverse situations, work in partnership with people at all levels from a variety of disciplines, aspire to become future managers, are prepared to challenge the status quo to bring about change, are prepared to learn and share knowledge and experiences, have resilience and show dedication to our aim of making Greater Manchester (GM) a great place to live, work and visit.

As a Graduate Trainee, this post holder will:

- be supported to undertake specific activity and tasks to meet customer needs and will be involved in project work across the 10 GM local authorities and with other public sector partners.
- be supported to undertake further study to gain qualifications in leadership & management and undertake a Level 4 apprenticeship qualification or be encouraged to qualify as MRICS or to undertake a building related qualification to gain experience in commercial property management.

- be supported to take part in a range of local and national training and development opportunities which will contribute to meeting the needs of the directorates, the priorities of the GM Combined Authority and the local communities it serves.
- work collaboratively with both the GM Wide Leadership Team, and the wider Local Authorities.

## DIMENSIONS

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Work with key strategic partners at local and regional levels including:

- GMCA Senior and Extended Leadership Teams
- Greater Manchester's ten local authorities
- Land and Property function.
- Greater Manchester Fire and Rescue Service and its key stakeholders.
- GM Local Authorities and partners.
- External partners and providers.
- Partner agencies working on relevant projects and functions in Greater Manchester and nationally, where appropriate.

## KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience of working across organisations to deliver quality outcomes
- Experience of managing projects with multiple stakeholders and funding strands
- Experience of production of high-quality reports
- Experience of managing budgets and financial reporting
- An awareness of the role of commissioning in effective and efficient service delivery. Ability to use the skills and knowledge of partners to inform commissioning intentions in a wide area of activity.
- Experience of managing resources to achieve value for money and provide a high-quality service.
- **Communication:** Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders. Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence. Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.
- **Analytical Skills:** Application of strong analytical reasoning skills and intellectual focus, taking in the wider

external and internal environments and proactively thinks through problems rather than reactively following a procedure-driven approach.

- **Planning and Organising:** Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **Problem Solving and Decision Making:** Strong decision-making skills and the ability to resolve issues in a pressurised environment. Continually performs at a high-level demonstrating commitment to achieve desired results. Prepared to challenge the status quo to bring about improvements.
- **Collaborative working** - ability to lead and work as part of a team, experience of working in a team environment in an academic, work or voluntary capacity.
- **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.
- **Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.
- **Commercial Awareness:** demonstrates business intelligence and ability to understand and evaluate all options for optimum service delivery, identify risks and plans to mitigate, to promote entrepreneurial approaches and ensure value for money in all transactions.
- **ICT Skills:** Ability to use multiple applications, systems and associated software packages.
- **Personal style:** Ability to understand, demonstrate and apply GMCA values.

## Corporate Duties

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection** - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security** - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality** - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety** - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

**Service Policies** - All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities** - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background