



Graduate Development Programme Guidance

Induction

- A comprehensive induction plan will be provided.
- Chance to discuss your goals and expectations at your HR induction.
- Graduates are assigned a mentor by HR with whom you can discuss your progression and development. Frequency of meetings is determined by you. You must liaise with your mentor before selecting your maths-based qualification.

Appraisals

- Annual appraisals take place September – October.
- If you start between mid-August and December, you won't receive an appraisal that year given your newness in role. You will still receive feedback & support and have objectives set. For the next appraisal process, you will be eligible for all appraisal grades and be considered for a discretionary salary increase and bonus.
- If you start between January and early August, you will be part of the appraisal process that year & will be considered for a discretionary performance based salary increase / bonus. You will not receive a grade higher than a Grade 3 (meets high standards required) in your first year. Bonuses are pro-rated to reflect a mid-year start.

Second Divisional Rotation

- Having completed your maths-based professional qualification, further personal development and professional study options are now available to you. Further qualifications do not need to be maths-based and you may wish to study another area of interest e.g. sector specific – Trust / Funds / Insurance / Banks, financial crime, risk, intelligence, sustainability etc. or continue with the maths study route. These will be discussed during the training and development induction session with HR.
- The second rotation will teach you valuable skills including how to adapt to different teams, increase your Commission knowledge, develop your technical skills in a different area and will allow you the opportunity to see where your strengths can be best applied at Analyst level.

Professional Qualification

- The Commission supports you to complete a professional qualification which must be maths-based and completed on your first rotation and is funded by the Commission, subject to a clawback agreement.
- Study leave is available & additional study leave can be applied for should this be required– speak to your line manager & the Commission Secretary.
- We find graduates have the best chance of success when they attend live classrooms.
- If you're struggling with your qualification, speak to your line manager and HR, there is support and guidance available.

First Divisional Rotation

- Your first rotation will be spent completing the core foundation training programme, building your technical knowledge through on the job training and experience and studying for your professional qualification.
- Meetings with HR and your line manager are conducted during your probation period to gather feedback on your experience and provide feedback on your performance.

Rotations and Analyst Appointment

- HR will consult with you about your rotations and should be your first point of contact for information and to discuss any concerns you have while rotating so we can suggest solutions.
- Rotation dates will vary depending on start dates but we try to coordinate rotations as close to your 12 month anniversary as possible. Therefore, you might do a slightly longer or shorter first rotation.
- Analyst appointments are subject to interview and completion of the maths-based professional qualification.
- If your ideal Analyst role is advertised during your second rotation enquire with HR about applying.

Benefits



- Medical insurance
- Dental insurance
- Mental health support



- 25 days holiday
- Flexible start/finish times
- 9 day fortnight scheme



- Professional qualification(s)
- Training programme
- Study leave



- 12% pension contribution
- £250 monthly rent allowance



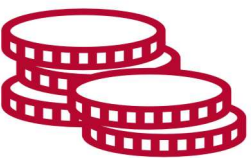
- Mentoring scheme
- Regular feedback
- Commission Chaplain



- Sports and Social events
- Christmas dinner and dance
- Team Away Days



- Life insurance
- Disability support
- Corporate gym rates



- Overtime
- Flexitime
- Performance based bonus



- Relocation support
- Future secondment opportunities upon negotiation

Progression Plan

First rotation

- Induction
- Complete maths-based professional qualification
- Consultation on second rotation
- First rotation may be slightly shorter / longer than 12 months depending on start date

Second rotation

- Induction in second Division
- Possible change of mentor
- Continue personal development training
- Consultation on Analyst positions
- Analyst appointment will usually be 12 months after the start of your second rotation

Analyst appointment

- Interview process and subject to completing the maths-based qualification
- Analysts might move through Division sub-teams in accordance with business needs
- Continue personal development training and exposure to more Commission experiences

Onwards

- Your development within the Commission doesn't need to stop at Analyst level.
- Graduates have gone on to become Senior Analysts, Assistant Directors and Technical Specialists.

Working from home

- We believe we work & collaborate better together from the office.
- Working from home is limited to one day per week on Mon, Wed or Fri. Working from home for additional days or on all-in days (Tue & Thu) will not normally be agreed. Any out of policy requests should be sent to your Director and HR to consider together.
- Working from home when too unwell to work from the office will not normally be permitted. It is important that you rest and recuperate from illness.
- Working remotely off Guernsey (e.g. from the UK) is limited to one day per week (as above) and is subject to Director and HR approval. Requests for longer remote working will only normally be considered for compassionate reasons involving close family and may be subject to Population Management approval.