

Graduate Programme

Delivering Training &
Learning Opportunities

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Introduction

Carmarthenshire County Council is without doubt one of the most ambitious local authorities in Wales, with a strong track record of delivering award winning schemes and attracting inward investment to help the county grow.

We are a key player in the South Wales and South West region, as host authority for a number of regional collaborative schemes, including the £1.3billion Swansea Bay City Deal.

Our capital investment programme has been recognised as the most ambitious in Wales, sustaining and creating many hundreds of local jobs and businesses.

Our focus is on regeneration and transformation - investing in schools through our Modernising Education Programme; improving and growing our housing stock and affordable homes through a dynamic multi-million pound maintenance and building programme; and creating opportunities for investment and growth through our strategic regional plans.



The Future Generations (Wales) Act 2015 determines our way of working and the 7 goals thread through everything we do.

Introduction from Councillor Mair Stephens

As the Deputy Leader of the Council and Executive Board Member for People Management I am excited that we are able to offer these graduate opportunities.

As a Council we are proud of our workforce and the services that they provide to our citizens and are looking for people who demonstrate drive and commitment as well as flexibility and creativity.

We are always keen to offer development opportunities and our graduate placements is one of our flagship projects. We have had some excellent success over the years and it is always rewarding to see our graduates grow and develop and take on leadership roles.

The successful candidates will be joining an organisation that is always changing, however throughout that our core values remain at the heart of everything we do, in particular our overarching value of working as 'One Team'.

I, and the rest of the Executive Board, take a keen interest in the progress of our graduates and I look forward to meeting and working with the successful candidates.

Introduction from the Chief Executive

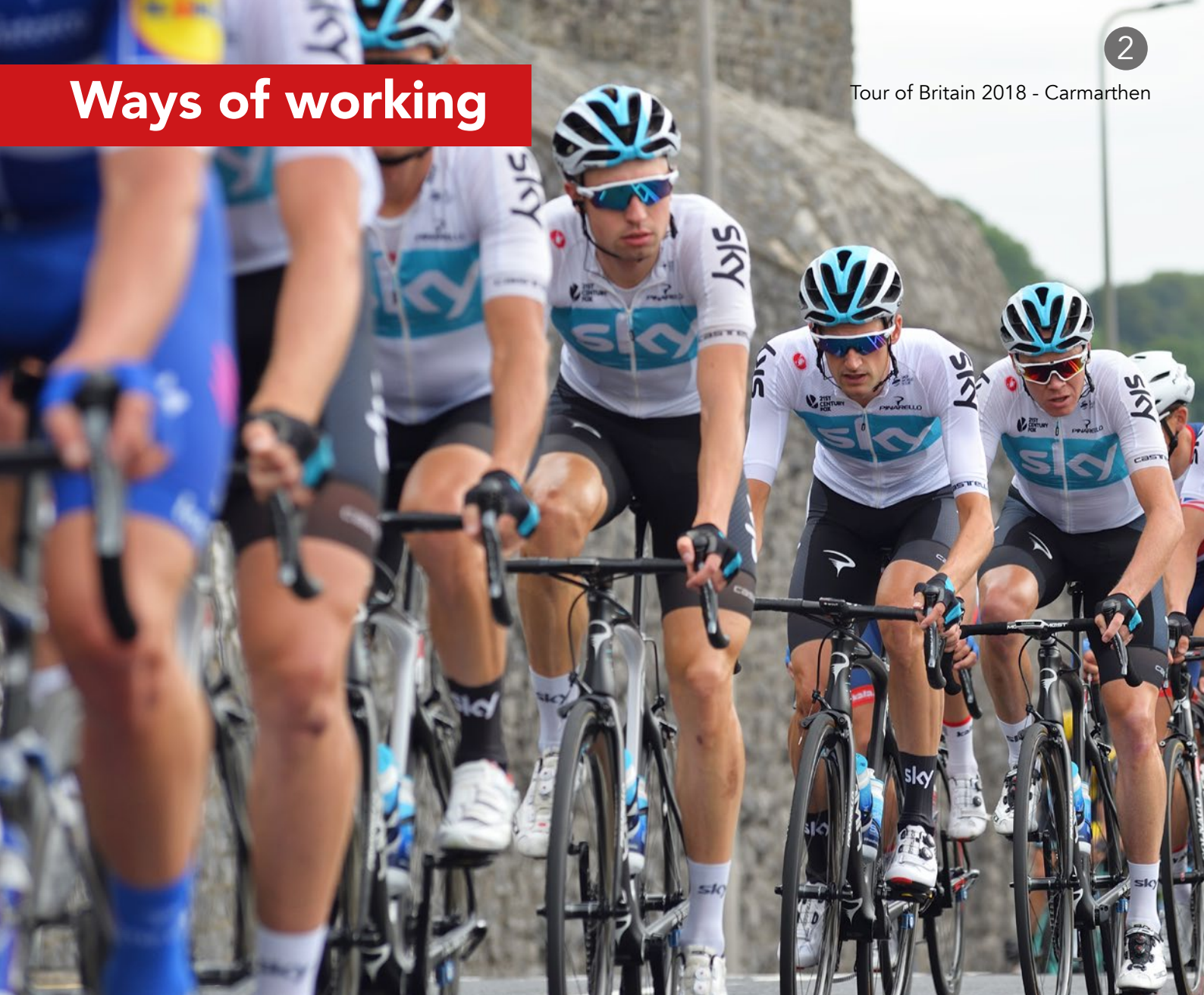
I am delighted to introduce to you a range of graduate trainee opportunities available within Carmarthenshire County Council. I myself started my career as a Graduate Trainee in the retail industry, and recognise that this was a great opportunity for me to learn more about the industry and gain the skills and knowledge which I have used throughout my career to progress in to the role I am in today – it certainly worked for me!

I am incredibly proud to lead this forward-thinking Authority, and recognise that our graduates, working alongside our existing staff, play a key role shaping our future. We are without doubt a progressive organisation and we are looking for people who share that ambition.

We are always looking to improve the way we work, and the services that we provide. I strongly believe that, provided with the right opportunity, you can become our professionals of the future, playing a key role in the delivery of high quality services and contribute to Carmarthenshire's long-term vision.

Each of the opportunities on offer are linked to a professional qualification that will give you an opportunity to build upon your academic achievement and embark on further study as part of the trainee post. In addition to this, we will provide you with mentoring from our senior managers together with targeted development that will enable you to learn about the organisation and develop you for a career in Public Service. I wish you good luck with your application, and look forward to learning about the progress of our successful candidates!

Wendy Walters - Chief Executive



The Council is one of the largest and most diverse employers in South West Wales, with around 8,000 hard-working and talented staff at the centre of everything we do.

We are proud to be a caring employer, investing in our staff whilst ensuring the right skills and development opportunities are made available to deliver excellent customer service as evidenced by the standards we've achieved.

We are committed to supporting employees learn and develop their skills, offering a range of benefits and working arrangements to help people achieve a work/life balance. We recognise

and encourage initiative, excellent work and standards, we are committed to communicating and listening to staff, and to promoting equality and valuing diversity.

The Council comprises 74 Elected Councillors. It operates a Leader and Executive Board model with the Administration formed through an alliance between Plaid Cymru - The Party of Wales and the Independents.



What do we offer our graduates?



Creative Graduate Programme

We have a range of exciting opportunities on offer which can be accessed here: carmarthenshire.gov.wales/home/council-services/jobs-careers/

Each of these roles will be part of our Work Ready Programme and will be offered the following support.

- Attractive Terms and Conditions of employment.
- Combination of learning through practical hands on experience
- An opportunity to study for professional accreditation.
- Opportunities for learning and development through in-house and external courses, seminars and workshops.

Once in your role you can expect to be involved in all aspects of your team's work – for example project related assignments, problem solving, analytical and research work as well as participating in internal /external briefings /meetings. Throughout you will be closely supported by your line manager who will help you with your professional development and the support that you will receive from immediate colleagues will also facilitate your progress.

Qualification

As part of your continued professional development we will support you to undertake a **Post Graduate Diploma in Professional Practice or a relevant professional qualification** over the two years whilst in post. As part of your continued professional development we will support you to undertake a Post Graduate Diploma in Professional Practise or a relevant professional qualification over the two years whilst in post. During your time as a graduate you can expect to experience the following:



Development Days - As part of the programme, you will have the opportunity to come together during the sessions to network and build relationships with your fellow graduates.



Guest Speakers - Previous graduates, Senior Managers and Directors attend the sessions to share their career journey and experiences with you.



Career Conversations - This is an opportunity for you to find out what career aspirations you have moving forward. It identifies your skills and qualities and how you have developed during the two years on the graduate programme.



Support to get that job - Following on from your career conversations this experience will help you to promote yourself effectively and create a positive impression.



Mentoring – You will have the opportunity to be mentored by a Senior Manager. Mentoring is a 1-1 relationship with the focus being on your development. Our Senior Managers are able to offer a wide variety of knowledge, expertise and opportunities to shadow other teams outside your area of work.



Welsh Language – All our people need to reach minimum Level 1 Welsh in order to support our colleagues and customers. Some of our graduate posts require a higher language skill level and you will be supported to develop these skills at each stage of your journey



Placement within our Transformation Innovation and Change (TIC) Team – You may have an opportunity to gain experience working with the Council's TIC team in support of the Council's change, efficiency and improvement objectives. This work will enable you to develop a range of skills and broaden your knowledge and understanding of our services.

What do we expect of you?



Civil Engineering Graduate Programme

Whilst the range of roles and professional qualification routes will vary we are looking for you to demonstrate the strengths that we need. These are detailed below and will form the basis of our recruitment and selection process:

VALUE	STRENGTH
ONE TEAM Works for the benefit of the whole organisation	ADAPTABLE You can adapt to variations in work or environment. You are flexible and versatile and act as an advocate for change.
INTEGRITY Leads by example	RELATIONSHIP BUILDER You quickly establish mutual respect and trust, building long lasting relationships with others.
CUSTOMER FIRST Delivers what matters	FOCUSSED You strive for quality outcomes, have a business insight and aspire to achieve excellence in everything you do.
LISTENING Engages & communicates	LEARNER You are inquisitive, you seek out new information and look for new ways to develop yourself.
TAKE RESPONSIBILITY Is accountable	CATALYST You are self-motivated to achieve goals. You are confident using your own initiative to take actions forward.
EXCELLENCE Leads transformational change	IMPROVER You can analyse information and bring a fresh perspective whatever the situation or context. You see other people's views and can appreciate that there are many angles to consider.

If you are interested in applying for the programme, we will expect you to demonstrate your ability to perform and develop in these roles by completing our application process and if shortlisted to complete on-line assessments and attend an Assessment Centre.

carmarthenshire.gov.wales/home/council-services/jobs-careers/

What do you need to do next?

ICT Graduate Programme

Complete Application Form

⋮

Online Assessment

⋮

Participate in the Assessment Centre

⋮

Attend Interview

⋮

Provide Reference

⋮

Post graduate qualification

Why we use an Assessment Centre

Accountancy Graduate Programme

Assessment Centres are considered to be a fair and accurate way of selecting candidates by offering them the opportunity to demonstrate a wide range of job related strengths over a period of time. Initially you will be invited to complete an online Occupational Personality Questionnaire (OPQ) and some Ability Tests, the results of which will be used to support you with feedback on your performance and to assist the selection process.

What format will the Assessment Centre take?

The format for the Graduate Assessment Centre aims to provide you with a meaningful, realistic work related experience that will allow you to be engaged and demonstrate your true potential. It will provide insights to how we support opportunities for learning and development whilst ensuring that there's good alignment between your individual ambitions and our organisational requirements and values.

At your welcome briefing you will be given all the necessary information to complete each part of our assessment process. You will be provided with a timetable outlining the activities together with instructions for each exercise and the resources available to you.

Typically our graduate Assessment Centre includes:

- Feedback and discussion on your Ability Tests including your OPQ
- Simulation Exercise e.g. Group activity
- Written/Verbal Language Assessment
- Presentation
- Interview with a Panel

What do the assessments aim to measure?



These exercises are designed to assess the strengths identified above. How you demonstrate these skills across a range of work related scenarios will inform the selection process and allow us to provide you with structured feedback.

How can you prepare?

This will be a real opportunity for you to showcase your strengths so you will want to be as prepared as possible.

As part of your preparation it is important for you to reflect on the job profile / person specification and be familiar with the strengths required at this level so that you can give examples, apply your skills and demonstrate how you align to our Core Values.

You will be provided with some practice Ability Tests in advance and being familiar with key organisational information available on our Website will be helpful.



What do our previous graduates say?

Performance & Business Graduate for the Mental Health & Learning Disability division:

“ I undertook a work-based learning qualification which has been incredibly useful in helping me produce a brilliant CV whilst identifying my own training needs and producing a personal development plan, which I will continue updating as I move along my career path.

I know for sure that my time as a Graduate Trainee with Carmarthenshire County Council put me ahead of other applicants.

The professional development I have gone through has been invaluable and I have gained skills and knowledge that will assist me throughout my career path. ”

Graduate Mechanical Inspector:

“ The graduate program really has helped and I'm really grateful for all the experience this role has given me. ”

Contact Information

If you have a question about one of our graduate posts or the Graduate Programme please contact us on:



WorkReady@carmarthenshire.gov.uk