

# Graduate Development Opportunities



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## Welcome letter from Chief Executive

I am delighted to introduce to you the range of graduate trainee opportunities being made available this year by Carmarthenshire County Council.

We are all aware that the current financial climate has made the labour market extremely difficult, particularly for people who are at the beginning of their careers. The result of this has been that many talented, enthusiastic people are struggling to find opportunities to use their skills and fulfil their ambitions.

We strongly believe that provided with the right opportunity these people can become our professionals of the future, play a key role in the delivery of high quality services and contribute to Carmarthenshire's long term vision. This is why, even during a period of reducing budgets, the Council has chosen to make a significant investment in the development of high potential graduates.

Many of our services face considerable change and it is important that we attract people who are able to demonstrate drive and commitment to not only develop in their specific profession but demonstrate flexibility and creativity to respond to change and the potential to become the leaders and managers of the future.

Each of the opportunities on offer is linked to a professional qualification, giving candidates an opportunity to build upon their academic achievement and embark on further study as part of the trainee post. In addition to this we would hope to see the successful candidates having the potential to work towards leadership roles in the future and to support this, they will be provided with mentoring from senior managers and management development opportunities.

Good luck with your application and I look forward to hearing about the progress of the successful candidates.

A handwritten signature in black ink that reads "Mark James". The signature is written in a cursive style and is positioned above a horizontal line.

Mark James

## Section 1 – Carmarthenshire - a better quality of life

Welcome to Carmarthenshire – one of the safest, most beautiful and vibrant counties in Wales. Offering universal appeal to all, Carmarthenshire is a county with something for everyone. Multi-million pound investments in regeneration, education and housing over the last decade, make Carmarthenshire one of the leading counties in Wales.

A five-year £450million master plan has changed the face of town centres and communities, and contributed to the economy of the area. Scores of new developments and projects have been delivered, creating hundreds of jobs, securing many existing ones and supporting new and established businesses, community ventures and environmental projects. Our regeneration programme continues to be a priority, and many more millions of pounds continue to be invested in our county.

Carmarthenshire is steeped in fascinating history and culture. Merlin's Oak, now housed in the county museum, was the focus of the legendary wizard Merlin's prophecy that warned "When Merlin's tree shall tumble down, then shall fall Carmarthen town". There are remains of ancient Iron Age hill forts, dating back to 600 BC, and the county boasts a number of dramatic, imposing castles including Llansteffan, Laugharne & Kidwelly.

With its breath-taking landscape and beautiful coastline, Carmarthenshire is an ideal location for a wide range of sporting activities include canoeing, rowing, tobogganing, golfing, fishing, cycling and mountain biking. There is also the opportunity to try a number of winter sports such as snowboarding and skiing on the dry slope at Pembrey.

Carmarthenshire benefits from being part of the Dyfed Powys police force area which is the safest region in the UK. The Carmarthenshire Community Safety Partnership [between the County Council and the police] continues to help drive down crime, and the fear of crime, even further, helping make Carmarthenshire one of the safest places to live in the country.

Carmarthenshire is highly regarded for its food and drink with a diverse range of cuisine available in the abundance of restaurants within the county. There is a rich source of produce and local organic ingredients with farmhouse cheeses, farm cured bacon, beef and poultry, plus the Royal favourites of Carmarthen ham and Etta's cakes made famous by Prince Charles. Local produce is found at traditional markets, both indoor and outdoor, and at regular farmers markets.



## Section 2 – Carmarthenshire County Council

Carmarthenshire is one of the largest unitary authorities in Wales, and the largest local employer with around 8,000 staff. The County Council has an annual budget of over £594million, and provides hundreds of services to over 185,000 residents. A capital investment programme also sustains many hundreds of local jobs and businesses.

Carmarthenshire is an award winning Council which is widely recognised as being one of the best performing in Wales. It has received numerous awards for services including regeneration, housing, education, street scene, communication, children’s services, catering, transport and the environment.

### 2.1 Political Structure

Responsibility for policy making lies with the 74 elected members. Carmarthenshire operates a Leader and Executive Board model with the Administration formed through an alliance between Plaid Cymru – The Party for Wales and the Independents group. The Executive Board, which comprises of 10 councillors, including the Leader and two Deputy Leaders, all with specific portfolios, develops and implements Council policy.

All councillors [apart from Executive Board members] sit on one of the five scrutiny committees. Other committees are planning, licensing, standards and audit.

A diagram of the political structure is included in Appendix 1.



### 2.2 Public Services Board (PSB)

Carmarthenshire has a strong record of partnership working between the council, public, private, voluntary and community sectors and this is continuing with a new Public Services Board [PSB]. The Council is working with other partners on the PSB to improve the social, economic, environmental and cultural well-being of our county. Our public service partners are Hywel Dda University Health Board, Mid and West Wales Fire and Rescue Service, Natural Resources Wales, Dyfed Powys Police and the Police and Crime Commissioner, Coleg Sir Gâr, the University of Wales Trinity St. David, Brecon Beacons National Park Authority, the Arts Council of Wales, Welsh Government, Department for Work and Pensions, National Probation Service, Wales Community rehabilitation Company and Carmarthenshire Association of Voluntary Services.

The PSB will build on the work already undertaken by partners to cut across the usual organisational and cultural boundaries to develop a ‘public service’ which will focus on customers and the type of service they need and want. We will be continuing to put our customers first and will engage with our communities to ensure that we involve them in the decisions we make that affect them.

## Section 2 - continued

### 2.3 Management

The Corporate Management Team [CMT] is the senior decision-making team within the organisation. It is made up of the Chief Executive and the Directors as identified below.

Chief Executive	Mark James
Department for Children & Education	Gareth Morgans
Environment Department	Ruth Mullen
Department for Communities	Jake Morgan
Corporate Services	Chris Moore
Head of Administration & Law	Linda Rees-Jones
Assistant Chief Executive (Regeneration & Policy)	Wendy Walters
Assistant Chief Executive (People Management)	Paul Thomas

Reporting to the Directors are the Heads of Service. There are 15 Heads who are responsible for the delivery and strategic development of their service. Details of the services within Carmarthenshire County Council are identified in the Organisation Chart available in Appendix 2.

### 2.4 Core Values

Carmarthenshire County Council has a number of Core Values which describe the culture of the organisation and influences the way in which decisions are made [A full list of the Core Values is included in Appendix 3.].

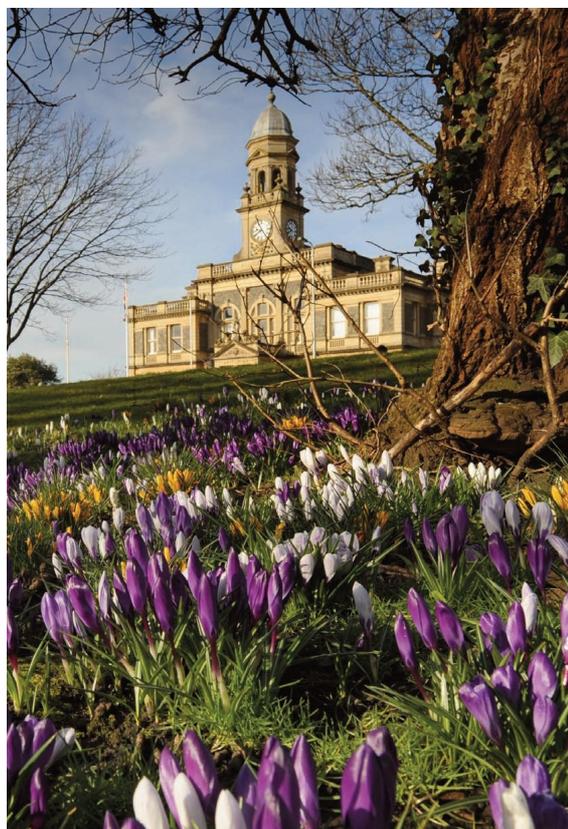
The organisation looks to all its managers and staff to work in a way which reflects the Core Values and guidelines have been developed for managers and staff.

## Section 3 – Graduate Recruitment

Carmarthenshire County Council is aware that there are talented, dedicated people who, given an opportunity, will become the professional officers of the future. The council is keen to offer opportunities to people to develop in specific vocational roles within the organisation.

Each route offers a combination of learning through practical hands-on experience and the opportunity to study for professional accreditation. In addition there will be opportunity for learning and development through in- house and external courses, seminars and workshops, for example access to mentoring from senior managers and development in management and communication skills.

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 and external briefings and 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.



## Section 4 – Rewards & Benefits

As you will recognise, the principal benefit afforded by our graduate opportunities is to train and qualify for a nationally recognised professional qualification with financial backing from the council, but there are other valuable benefits as well, including:

- Membership of the Local Government Pension Scheme
- Annual leave entitlement calculated on the basis of length of continuous service as indicated below [in addition to 8 Bank Holidays per annum]:
  - o 0-4 completed years' service – 26 days
  - o 5-9 completed years' service – 31 days
  - o 10+ completed years' service – 34 days
- Flexible working hours and flexi-leave
- Discounted use of Carmarthenshire Leisure



## Section 5 – How to Apply

If you like the sound of the graduate development opportunities on offer and meet the necessary entry requirements, the next step is to submit an application. You will find all the information that you need to do this on the 'Jobs and Careers' page of the Corporate website [see link below]

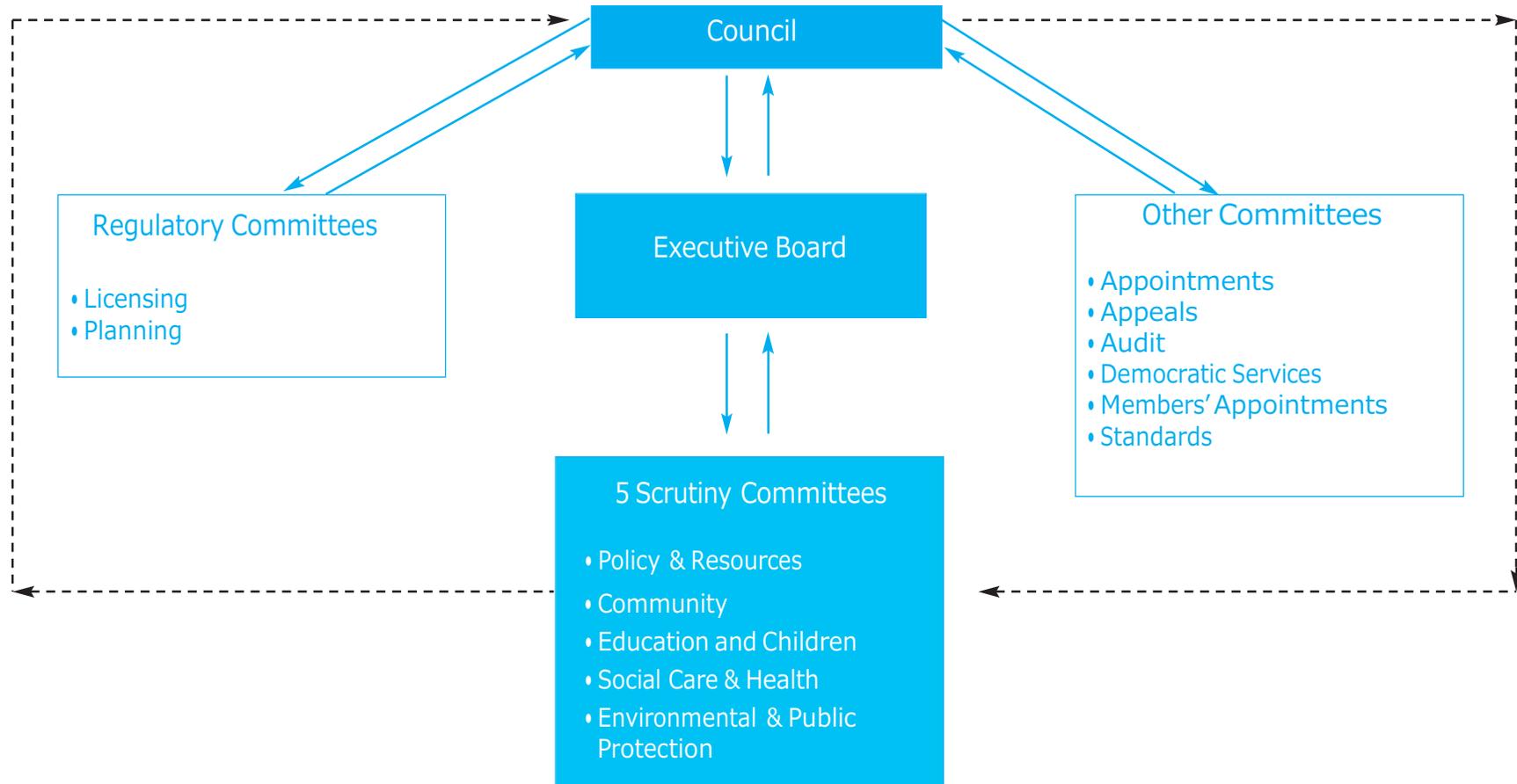
<http://www.carmarthenshire.gov.wales/home/residents/jobs-careers/>

To help us process your application efficiently please ensure that you clearly state the particular training route that you wish to be considered for.

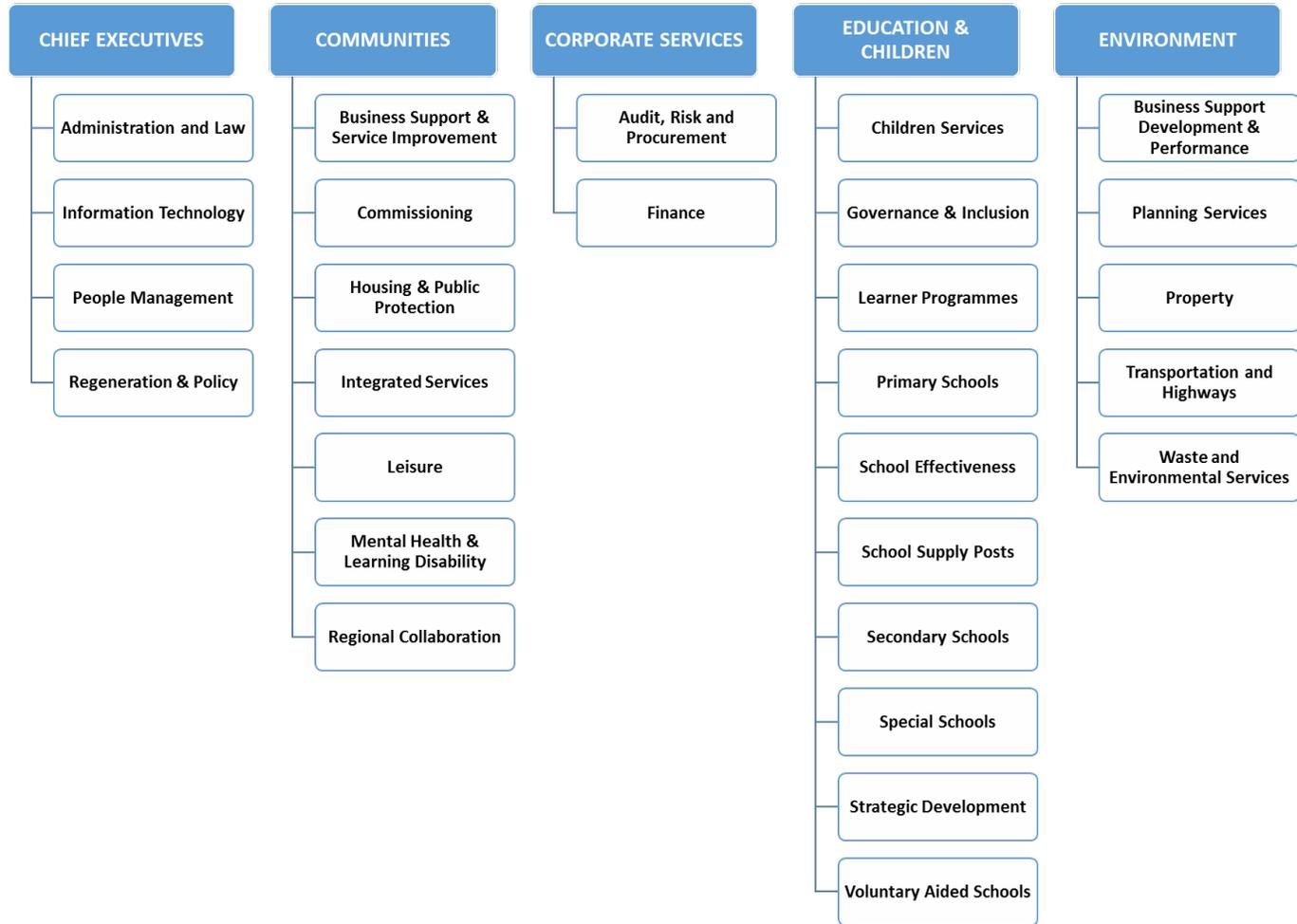


# Appendix 1 – Political Structure

## Decision Making Structure



# Appendix 2 – Organisation Chart



# Appendix 3 – Core Values

## Our Core Values

### Working as one team

We recognise that by working together and making constructive connections we can make the best use of our resources for our communities

### Focus on our customers

We work to improve the lives of the people in our communities this is our focus and key purpose

### Listen to improve

We will listen and engage with our communities, partners and all stakeholders to inform our improvement plans

### Strive for excellence

We will remain vigilant and ensure that we deliver to the best of our abilities and always explore ways to improve what we do

### Act with integrity

We will actively think about what is the right thing to do when presented with choices in a work situation

### Take personal responsibility

We will consider how we support and apply these values so they actively underpin and guide the way we work

