

THINK. TRY. THRIVE.

Cyngor Gwynedd Talent Jobs Prospectus 2026

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CHIEF EXECUTIVE

"When you think about what a local authority does, what is the first thing that comes to mind? Collecting taxes, collecting rubbish or running libraries perhaps? If one of these answers comes to mind first, you are absolutely right, but you may not know about all the other services that Cyngor Gwynedd offers every day.

We provide a wide range of services across our County including educating our children, looking after our people, repairing the roads, looking after our well being and promoting our local businesses to succeed. The main thing that enables us as a Council to do this successfully is

the staff who work here. The Council is full of people who have chosen to work here because they want to help the people of Gwynedd and make a difference to the community they live in and to the environment around them. This is your chance to be part of a workforce that really makes a difference.

Through the apprenticeship and Cynllun Yfory schemes with Cyngor Gwynedd, you will receive valuable experiences by working alongside experienced officers, will be able to complete a qualification and will also receive a fair salary at the same time. As someone who was lucky enough to have the opportunity to be part of a similar scheme when starting work, I can assure you that it is a particularly good scheme!"

WELCOME

We would like to welcome you to Cyngor Gwynedd's Apprenticeships and Cynllun Yfory Graduate Scheme prospectus

If you're looking for the perfect opportunity to develop your career but aren't sure where to start, doing an apprenticeship or Cynllun Yfory could be the next step for you. Following an apprenticeship or Cynllun Yfory is only the beginning of the journey; it can lead to a number of exciting paths, such as securing a job or developing your skills.

We really hope that the package will inspire you to pursue a career with Cyngor Gwynedd and that our opportunities will appeal to you. Thank you for taking the opportunity to consider our career paths, and please do not hesitate to get in touch if you require any further guidance.

Make the wise choice.

Choose a career with Cyngor Gwynedd.

CYNLLUN YFORY OPPORTUNITIES 2026

Management and Leadership Professional Trainee - The Pension Fund

Transport Planning and Engineering Professional Trainee

Tax and Benefits Professional Trainee

Planning Professional Trainee

Arboriculture Professional Trainee

Maintenance of Lands Professional Trainee

Marketing Professional Trainee

BASIC REQUIREMENTS OF CYNLLUN YFORY

That you hold (or are likely to gain) a 2:2 class degree or higher. You are eligible to apply regardless of when you graduated

That you are fluent in Welsh and English

That you hold GCSE Grade C or above in Mathematics, Welsh, English and Science

That you really want to work in local government

That you have shown a willingness to lead others e.g. in an educational (school, college, university), sporting, social, community or work situation

PURPOSE

The Scheme gives you the opportunity to develop expertise in a key area and understand more about working in local government. You will receive practical experience and opportunities to develop your specialist and personal skills to secure a long and successful career here at Cyngor Gwynedd.

PRINCIPLES

- Show the potential to be an expert and a leader
- Deliver work of the highest quality
- Collaborate with people effectively
- Ready to challenge
- Prioritise well-being
- Show a high level of self-awareness

SALARY

£31,537 to £33,699 - Exact pay point will be dependent on progress

MANAGEMENT AND LEADERSHIP PROFESSIONAL TRAINEE - THE PENSION FUND

JOB SUMMARY

The role of Leadership and Management Professional Trainee – Pension Fund includes leading on the fund's statutory and governance framework, managing risk and compliance, supporting the Committee and Board, coordinating communication with stakeholders, integrating ESG principles, and driving projects and process improvements.

The Professional Trainee will ensure compliance with the statutory framework by monitoring legislative changes and advising senior management. They will keep governance policies and documents up-to-date and support the Committee and Board by preparing documents and arranging meetings. The trainee will manage risk by developing the risk register and engaging in audits. They will also coordinate communication with stakeholders, ensure that statutory information is accurate and timely, and support investment governance through performance analysis and integration of ESG principles.

For someone who is organised, confident with data and able to explain information clearly, this role is suitable for an individual who wants to develop into a future leader by following statutory requirements, identifying and managing risks, working professionally with stakeholders and assessing performance to support the governance of the Pension Fund.

JOB INFORMATION

This professional trainee will work in the Finance, Pension Services department with hybrid working arrangements, which is a mix of working from home and the office over a 3 year contract.

MASTER'S DEGREE

A degree in a particular subject is not required

The Master's degree is determined after a job offer, with the choice of an appropriate university, course and method of study in accordance with the role

PLANNING PROFESSIONAL TRAINEE

JOB SUMMARY

The Planning Professional Trainee role offers broad practical experience in development management, enforcement and planning policy, supporting bidding, research and strategic projects as part of Gwynedd's planning team.

The Professional Trainee will support development management work by processing applications and assisting in the preparation of reports. They will assist with the presentation of reports in committees, site visits and meetings, and contribute to the preparation of statements and reports for appeals. The trainee will also assist in investigating cases of breaches of planning rules and in supporting enforcement cases. They will provide basic planning advice to the public and developers, support policy work by contributing to the Local Development Plan and strategic documents and collaborate on the Council's research projects and strategic priorities.

For someone with an eye for accuracy, organisation and an interest in planning, this role is suitable for an individual who wants to develop into a future leader and wants to work confidently with professional teams to challenges that arise in planning development management and appeals.

JOB INFORMATION

This professional trainee will work in the Environment, Planning Services department with hybrid working arrangements, which is a mix of working from home and the office over a 3 year contract.

Head Office – Ffordd y Cob, Pwllheli

A DRIVER'S LICENSE IS ESSENTIAL FOR THE JOB

MASTER'S DEGREE

A Degree or similar qualification is required in Town and Country Planning or in a subject relevant to the Service's area of work

The Master's degree is determined after a job offer, with the choice of an appropriate university, course and method of study in accordance with the role

MARKETING PROFESSIONAL TRAINEE

JOB SUMMARY

The role focuses on creating and delivering marketing content and communication campaigns to promote the various work of the Department for Economy, including the production of videos, articles and material for the Council's social media and websites.

You will help support and promote the Department's various services by creating and delivering effective marketing strategies across key locations such as Gwynedd Parks, libraries and museums. The role will include developing creative digital content, manage marketing projects, and coordinating communications campaigns to engage with local communities and visitors. You will also use state-of-the-art digital marketing techniques, work with diverse teams, and prioritise tasks to support tourism, regeneration and culture developments, projects and services across the county.

For someone with strong communication skills, digital creativity, excellent organisation and the ability to manage projects, this role is suitable for a confident individual who can co-ordinate marketing campaigns, develop engaging content, use up-to-date digital techniques, work effectively across teams and prioritise workload while supporting and promoting the Department's services across key locations across the county.

JOB INFORMATION

This professional trainee will work in the Economy and Community, Tourism Service, Marketing and Events department with hybrid working arrangements, which is a mix of working from home and the office over a 3 year contract.

A DRIVER'S LICENSE IS ESSENTIAL FOR THE JOB

MASTER'S DEGREE

Your degree should be in a subject relevant to the field

The Master's degree is determined after a job offer, with the choice of an appropriate university, course and method of study in accordance with the role

ENVIRONMENTAL HEALTH PROFESSIONAL TRAINEE

REFERENCE

There are several advantages to doing a Master's Degree with Cyngor Gwynedd, one of the main ones is that I get day-to-day work experience that fits in with course material. This allows me to accumulate an extensive understanding of the field and to refer back to personal experiences in my college work

TRANSPORT PLANNING AND ENGINEERING PROFESSIONAL TRAINEE

JOB SUMMARY

The role of Transport Planning and Engineering Professional Trainee gives first-hand experience of the world of transport engineering by working on a range of projects that improve safety, mobility and infrastructure across Gwynedd alongside experienced engineers.

The Professional Trainee will support transport and infrastructure projects that improve the safety and quality of life of Gwynedd residents. They will carry out feasibility and highway safety studies, contribute to safety audits and design improvements to roads and bus infrastructure. The trainee will analyse traffic data and assess pedestrian crossings and walking and cycling routes, as well as review accident data and advise on safety measures. They will help design and consult on road signs and markings and hold public consultations on proposed transport plans.

For someone who is confident with data and enjoys solving practical problems, this role is suitable for an individual who wants to develop into a future leader and wants to work effectively with engineers and the public to improve mobility and safety across Gwynedd.

JOB INFORMATION

This professional trainee will work in the Highways, Engineering and YGC department with hybrid work arrangements, i.e. a mix of working from home, on-site, in the community and in the office over a 3 year contract.

A DRIVER'S LICENSE IS ESSENTIAL FOR THE JOB

MASTER'S DEGREE

Background in Civil Engineering, Social Sciences, Geography, or Mathematics is required

Master of Transport Planning and Engineering at Edinburgh Napier University, distance learning over three years part-time

NORTH AND MID WALES TRUNK ROAD AGENT NMWTRA

NMWTRA staff are employed by Cyngor Gwynedd who work on behalf of the Welsh Government. The Agent has over 250 employees and offers a flexible, hybrid working model with staff based across offices in Bangor, Conwy, Halkyn, Wrexham, Dolgellau, Llandrindod Wells, Aberaeron and Newtown.

NMWTRA are responsible for managing, inspecting, maintaining and improving over 1,000 kilometers of roads in north and mid Wales, including the A55 tunnels, over 2,000 road structures and many other assets. Its main job is to keep the road network moving, 24 hours a day, 365 days a year.

The team also protects natural habitats at the roadside and reduces the environmental impact of activities along the road network. We are busy planning, planting and protecting the land to make sure every walk is greener and full of happy wildlife.

As an apprentice or professional trainee with NMWTRA, you will gain valuable experience of working within all our units and teams, so that you gain a solid understanding of how the organisation works. You will get practical experience across a range of modern technologies, with the support of skilled professionals and real opportunities to grow your career. You will also gain additional qualifications and training alongside your apprenticeship or Master's degree.

PROFESSIONAL TRAINEE AND APPRENTICESHIP OPPORTUNITIES 2026

- Arboriculture Professional Trainee
- Arboriculture Apprentice
- Electrical and Highway Technology Apprentice
- Civil Engineering Apprentice
- Civil Engineering Structures Apprentice

ARBORICULTURE PROFESSIONAL TRAINEE

JOB SUMMARY

The role of Arboriculture Professional Trainee will involve developing and maintaining processes and systems that ensure that technical forestry and tree protection issues are effectively integrated across all of the Agent's work.

The Professional Trainee will develop and maintain processes that ensure that forestry and tree protection are considered in all areas of work. They will conduct surveys and prepare technical reports and help manage arboriculture-related budgets on the Strategic Roads Network. The trainees will work with internal teams and the Welsh Government, assist with tree safety inspections and use specialist equipment such as PICUS and residrill. They will also spend time in other units to understand the broader operations of the organisation.

For someone who is practical, observant and interested in wood, safety and outdoor work, this role is suitable for an individual who wants to develop into a future leader and who wants to work effectively with technical and ecological teams to support tree management and the safe and professional protection of the soft estate.

JOB INFORMATION

This professional trainee will be working in the NMWTRA, Climate Change and Environment Service department with hybrid working arrangements, i.e. a mix of working from home and the office over a 3 year contract.

A DRIVER'S LICENSE IS ESSENTIAL FOR THE JOB

MASTER'S DEGREE

A Degree in a relevant subject is required, A Degree / level 6 in Forestry / Urban Forestry management

Master of Arboriculture and Urban Forestry at Myerscough University Centre, distance learning over three years part-time

HEALTH, SAFETY AND WELLBEING ADVISORY SERVICES MANAGER REFERENCE

Investing in a Professional Trainee opens the door to attracting high quality individuals from a variety of backgrounds. It is a showcase for a group of ambitious people who might not have considered this path when thinking about their career. This helps to build a solid future for the team, creating a natural path for development and progression, where the experiences of those who have been in the field for years can be passed on to a new generation

LAND MAINTENANCE PROFESSIONAL TRAINEE

JOB SUMMARY

The Land Maintenance Professional Trainee role offers the opportunity to develop professional skills by combining practical outdoor work with planning tasks that influence how Gwynedd's parks, public gardens and green areas are maintained and enhanced, contributing directly to the quality of the local environment.

The Professional Trainee will work across multiple services, gaining experience in land maintenance, biodiversity projects, practical engineering work and supporting compliance in cemeteries. They will deal with clients and the public, respond to emergency works such as flooding or woodworking, and learn to prioritise and make decisions that affect Gwynedd's communities. The trainee will combine office work with practical work, developing skills in horticulture, biodiversity, civil engineering, health and safety and customer service in a diverse and dynamic environment.

For someone who is practical, organised and enjoys working outdoors, this role is suitable for an individual who wants to develop into the leader of the future, who can solve problems quickly and prioritise tasks to support horticulture projects, biodiversity and maintain green areas across Gwynedd

JOB INFORMATION

This professional trainee will work in the Highways, Engineering and YGC department with hybrid work arrangements, which is a mix of working from home and the office over a 3 year contract.

A DRIVER'S LICENSE IS ESSENTIAL FOR THE JOB

MASTER'S DEGREE

Practical experience in agriculture and land management is desirable

The Master's degree is determined after a job offer, with the choice of an appropriate university, course and method of study in accordance with the role

TAX AND BENEFITS PROFESSIONAL TRAINEE

JOB SUMMARY

The Tax and Benefits Professional trainee role support the administration of a range of tax and benefit services, the processing of grants and bills, the running of reports on specialist systems, and the response to queries, correspondence and appeals.

The Professional Trainee will support internal and external audits through the preparation of documents and responses, and deal directly with the public on Benefits, Council Tax and Non-Domestic Tax matters. The trainee will attend benefit appeals, help prepare court documents and cases involving fraud or arrears. They will shadow Tax Inspectors, contribute to the service's projects, collect data, respond to Freedom of Information requests and gain experience in other units of the Department of Finance.

For someone who is organised, comfortable with data and able to deal sensitively with the public, this role is suitable for an individual who wants to develop as a future leader by processing information with precision, clearly explaining complex issues, and working professionally on tax and benefit cases, supporting tasks such as audits, appeals and correspondence management in the field.

JOB INFORMATION

This professional trainee will work in the Finance, Tax and Benefits department The trainee will be expected to work primarily from the office with the option of hybrid at times over a 3 year contract.

A DRIVER'S LICENSE IS ESSENTIAL FOR THE JOB

MASTER'S DEGREE

A degree in a particular subject is not required

IRRV Diploma (Level 5) prior to taking the IRRV Honours (Level 6), distance learning over three years part-time

LLINOS'S SUCCESS - WOMEN IN ENGINEERING

Llinos Angharad Jones, a former professional trainee in Transport Planning and Engineering with Cyngor Gwynedd (under the Cynllun Yfory Scheme), is proud to have contributed to closing the gender gap in the industry. After completing her training, Llinos was appointed Assistant Engineer in the Council's Environment Department - a positive step forward in a field where female representation is still low.

Despite progress over the past decade, only around 16–17% of women work in engineering and technology roles across the UK. In 2010, the figure was around 10%, so progress is slow compared to the ~56% of women who work in other professions. Llinos's success is an inspiring example of how this picture can be changed.

"I hope that I am showing the next generation of women that it is more normal for women to work in the field of transport planning and engineering. We need gender balance in all areas. I

am very grateful for the opportunity to change careers through Cynllun Yfory and that I can do something that I enjoy in my work day to day."

Big congratulations to Llinos for leading the way and showing that success for women in traditionally under represented fields is entirely possible.

CYNLLUN YFORY APPLICATION GUIDELINES

We would like you to structure your application by following the headings that are in line with the principles of the plan while adhering to the word count carefully. No more than 150 words per point.

IMPORTANT POINTS

- As communication and language accuracy in Welsh is essential, we encourage you to complete the form in Welsh
- Following the above structure and guidelines will be beneficial to your application. We will take this into account when we shortlist
- When describing your examples, you should detail what you did and the impact it had
- We will contact you by phone if you're successful

APPLICATION STRUCTURE

- Your reason for applying to become a professional trainee in this particular field - Describe why you want to become a professional trainee in the Council and in this area.
- Demonstrate the potential to be an expert or leader - Describe one event where you demonstrated a willingness to lead others e.g. in an educational situation (school, college, university), sport, socially, in a community or in work.
- Delivering the highest quality work - Describe one incident where you carried out the highest quality work. This can include a time when you submitted a project, showed resilience and perseverance or analysed and solved a problem.
- Collaborate with people effectively- Describe one event when you collaborated with people effectively or brought people together. What was the effect and the result?
- Ready to Challenge – Describe one incident when you demonstrated your willingness to challenge things openly and honestly. What was the effect and the result?
- Prioritise well-being – Describe one incident when you prioritised your own well-being or that of others. This can include your way of maintaining the work-life balance, supporting the wellbeing of other people or how you ensure good mental and physical health.
- Demonstrate a high level of Self-awareness – Describe one event when you demonstrated a high level of self-awareness. This can include an example of working independently, being conscientious, being enthusiastic or demonstrating an understanding of sustainability in decision making.

TALENT AND APPRENTICESHIP MARKETING AND ENGAGEMENT OFFICER REFERENCE

"I think the apprenticeship scheme and the Graduate scheme are a great opportunity for local people to develop professionally and personally, opening doors to a career in local government. They offer hands-on experiences, valuable training, and ongoing support that help build the skills and confidence to make a real difference in our communities."

APPRENTICESHIP OPPORTUNITIES 2026

Business and Administration Apprentice - Promoting Independence

Civil Engineering Apprentice

Finance Apprentice – Internal Audit

Tax and Benefits Apprentice

Paths and Access Apprentice

Business Apprentice and Administration – Pensions

Civil Engineering Apprentice Structures

Highway Civil Engineering Apprentice

Data and Systems Analysis Degree Apprentice

Customer Service Apprentice

Highways Electrical and Technology Apprentice

Arboriculture Apprentice

Business Apprentice and Administration – Catering and Cleaning

Business and Marketing Apprentice

Buying and Selling Apprentice

Business and Administration Apprentice – Social Care

Digital Marketing Apprentice

BASIC REQUIREMENTS FOR APPRENTICESHIPS

16+ years old

Eligible to work in Wales

Not already in full-time education (school, sixth form, college, university)

PURPOSE

Make the wise choice, choose an apprenticeship at Cyngor Gwynedd

Apprenticeships are an opportunity for you to develop your career by working with experienced people and receiving qualifications and salary at the same time!

WHAT LEVEL?

APPRENTICESHIP	LEVEL	EQUIVALENT TO
Foundation Apprenticeship	Level 2	GCSE A* to C / 9-4*, Level 2 Certificate or Diploma, NVQ Level 2
Apprenticeship	Level 3	2 A Levels, Level 3 Diploma, Level 3 NVQ
Higher Apprenticeship	Level 4	Certificate in Higher Education (CertHE), HNC, NVQ Level 4
Higher Apprenticeship	Level 5	Diploma in Higher Education (DipHE), Foundation Degree, HND, NVQ Level 5
Degree Apprenticeship	Level 6	Bachelor's Degree (BA/Bsc Hons), Diploma or certificate Level 6, NVQ Level 6

SALARY

AGE	MONTHLY	ANNUALLY
Under 18	£1,286.19	£15,434.24
18 – 20	£1,744.39	£20,932.69
21+	£2,043.43	£24,521.15

BUSINESS AND ADMINISTRATION APPRENTICE - PROMOTING INDEPENDENCE

JOB SUMMARY

The Business and Administration Apprentice – Promoting Independence role is an opportunity to develop practical and personal skills by combining technical and community work, supporting residents to live more independently through the use of assistive technology and telecare services.

You will help develop an understanding of telecare technology and get involved in the installation and repair of equipment that supports people in their homes. You will combine administrative tasks with practical work by scheduling appointments, dealing with enquiries, managing stock and equipment, and maintaining information systems correctly. You'll shadow staff to learn about different business units, travel with the team to appointments across the county, and support projects that promote independence such as direct payments or digital initiatives.

For someone who is organised, hands-on and interested in technology and community support work, this role is suitable for an individual who wants to combine administrative tasks with telecare work, information management, communicating clearly and working confidently as part of a team to support people to live more independently.

JOB INFORMATION

This apprentice will work in the Corporate Leadership, Business Service and Care Commissioning Team department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

A dbs check will be required for this post the council will be responsible for doing this

APPRENTICESHIP

Apprenticeship - Digital Skills for Business level 2 & 3, work-based learning using an electronic portfolio and Teams meetings with Grŵp Llandrillo Menai

BUSINESS AND ADMINISTRATION APPRENTICE - PENSIONS

JOB SUMMARY

The Business and Administration Apprentice – Pensions role is an opportunity to learn professional skills in the area of pensions, working with an experienced team to help the Pension Fund run effectively.

You will help respond to enquiries from members and employers, and work with advisers and investment managers to support the work of the Pension Scheme. You will learn about the statutory framework governing the LPGA and assist with improvement projects, digitisation and new governance requirements. You will prepare papers, take minutes and co-ordinate meetings of the Committee and the Pension Board. You will help update documents, review investment performance and build an understanding of ESG principles, following the Council's policies on security, equality and data protection.

For someone who is organised, with an eye for detail and has an interest in governance, data and administrative work, this role is suitable for an individual who can communicate clearly, analyse information and support pension processes by managing documents, arranging meetings and ensuring compliance with statutory requirements.

JOB INFORMATION

This apprentice will work in the Finance, Pension Services department with hybrid working arrangements, which is a mix of working from home and the office over a 2 year contract.

APPRENTICESHIP

Apprenticeship - Business Administration Level 3, work-based learning using an electronic portfolio and Teams meetings with Grŵp Llandrillo Menai

CIVIL ENGINEERING APPRENTICE REFERENCE

"I was tired of full-time education and didn't want to go to university. I wanted work experience in the engineering sector. I heard about the apprenticeship opportunities with NMWTRA and decided to apply. So far in my apprenticeship, I've had plenty of training opportunities that have helped me develop my knowledge and skills. I also attended an event organised by NMWTRA which welcomed the President of the Chartered Institute of Highways and Transport (CIHT), and took part in a Tunnel Resilience Exercise, both of which were very good events to attend. These gave me a better understanding of how the industry works in practice, and allowed me to learn steps related to a real-life scenario."

HIGHWAYS ELECTRICAL AND TECHNOLOGY APPRENTICE

JOB SUMMARY

The Highways Electrical and Technology Apprentice role is an opportunity to gain practical experience of managing, inspecting and maintaining the trunk road network by working with teams across a range of engineering and environmental disciplines.

You will help support the technical work of the Network Management Unit, the Tunnels and Technology Unit and the Business and Projects Unit by taking part in electrical inspections and highway technology assets. You will learn to identify defects, hazards and safety risks, and assist with structural maintenance and tunnel systems. You will also help plan and support projects, observe live operations with the Traffic Officer Service. You will also support administrative tasks that ensure that the network is managed effectively and in accordance with Welsh Government standards.

For someone who is technically minded, is enthusiastic about electrical systems and highway equipment, and wants to develop in-depth observation and problem-solving skills, this role is suitable for an individual who is tech-savvy, wants to learn risk assessment and asset inspection, and wants to develop practical skills in the maintenance of trunk tunnels and networks.

JOB INFORMATION

This apprentice will be working in the North and Mid Wales Trunk Road Agent department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Engineering Level 3, available in Llangefni, Rhyl or work-based learning using an electronic portfolio and Teams meetings with Grŵp Llandrillo Menai

CIVIL ENGINEERING APPRENTICE

JOB SUMMARY

The NMWTRA Civil Engineering Apprentice role is an opportunity to gain hands-on experience of maintaining a trunk road and tunnel network, learning from specialist teams and gaining valuable technical and engineering skills.

You will help support the work of the Network Management Unit, the Tunnels and Technology Unit, and the Business and Projects Unit by taking part in highway inspections, structural audits and essential maintenance. You will learn how to identify safety risks and defective assets on the trunk road network, as well as supporting project planning and management. You will help with tunnel maintenance, understand environmental and statutory requirements, and develop technical skills such as civil engineering design, using AutoCAD and surveying quantities. You will also assist with contract procurement, administrative tasks and support the Traffic Officer Service in managing incidents.

For someone who is practical and interested in technical problem solving, this role is suitable for an individual who wants to develop skills in information analysis, carefully observe structures and infrastructure and confidently assess risks while supporting the maintenance and development of a trunk road and tunnel network.

JOB INFORMATION

This apprentice will work in the North and Mid Wales Trunk Road Agent department, with hybrid working arrangements, a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Pearson BTEC Level 3+ Advanced National Certificate in Civil Engineering through NPTC Group of Colleges (Brecon Beacons College or Afan College)

STRUCTURES CIVIL ENGINEERING APPRENTICE

JOB SUMMARY

The Structures Civil Engineering Apprentice role is an opportunity for the apprentice to gain practical experience across engineering, structures, tunnels and network management teams in supporting the maintenance, inspection and management of the trunk roads.

You will help maintain and inspect highway structures by taking part in technical inspections and inspections of bridges, walls and tunnels. You will learn to identify safety defects and risks, and support maintenance across the trunk road network. You will help plan and support projects, observe the operations of the Traffic Officer Service, and develop civil engineering skills such as AutoCAD, quantity surveying and contract procurement. You will also assist with operational and administrative tasks that ensure effective management of the network.

For someone with an eye for detail and an interest in structures, safety and infrastructure, this role is suitable for an individual who wants to develop skills of observation, risk analysis, orderly work on inspections and maintenance of bridges, walls and tunnels.

JOB INFORMATION

This apprentice will be working in the NMWTRA department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Higher Apprenticeship - Construction / Site Management Level 3+ with Rhos-on-Sea or Llangefni College 1 day a week, 09:00 - 16:00 plus additional on-the-job assessment time

ARBORICULTURE APPRENTICESHIP

JOB SUMMARY

The Arboriculture Apprentice role is an opportunity for an apprentice to learn and gain experience in managing trees, hedges and soft estate management on the trunk road network, working with a specialist team to support inspections, maintenance and work programme management.

You will help manage trees and soft estate across the trunk road network by taking part in safety surveys and inspections to identify hazards and tree health. You will digitally record data, assess risks and update systems such as ENVIS. You will assist with the monitoring of pests, diseases and invasive species, as well as supporting biodiversity work by identifying protected species and sensitive sites. You will also help plan and prioritise maintenance and engage with contractors and ecologists to ensure effective environmental management.

For someone who is practical, observant and interested in trees, biodiversity and outdoor work, this role is suitable for an individual who wants to develop skills of careful observation, risk assessment and work confidently with technical and ecological teams to support the safe and effective management of trees and soft estate.

JOB INFORMATION

This apprentice will be working in the NMWTRA department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Forestry & Countryside Level 2+, distance learning with Coleg Cambria

INTERNAL AUDIT FINANCE APPRENTICE

JOB SUMMARY

The Finance Apprentice – Internal Audit role is a great opportunity for a curious, organised and dedicated individual who wants to start a career in audit. You'll learn how audit helps improve services, manage risks and ensure processes work properly, working alongside experienced auditors.

You will help develop an understanding of internal control systems and Internal Audit standards by taking part in practical auditing, data analysis and evidence gathering. You will strengthen communication skills by engaging in discussions with officers and helping to produce clear reports on findings. By observing and then contributing to less complex audits, you will learn how to evaluate processes, risks and controls across the Council, building confidence and practical skills as you progress to more independent tasks.

For someone with an eye for accuracy, curious and keen to develop data analysis skills, critical thinking and clear communication, this role is suitable for an organised individual who can work diligently in supporting audit work across the council.

JOB INFORMATION

This apprentice will be working in the Finance, Internal Audit Service department with hybrid work arrangements, which is a mix of working from home, office and out in the community over 2 years.

APPRENTICESHIP

Apprenticeship - Association of Accounting Technicians (AAT) in Accounting Level 2 or Level 3 – qualification-dependent with the opportunity to study a Level 4 Diploma in Professional Accounting and a pathway to higher education with Grŵp Llandrillo Menai

HIGHWAYS CIVIL ENGINEERING APPRENTICE

JOB SUMMARY

The Highways Civil Engineering Apprentice role is a valuable opportunity for an apprentice to develop civil engineering skills by shadowing and supporting experienced engineers in contributing to the planning, maintenance and improvement of Gwynedd's vital infrastructure across Arfon, Dwyfor and Meirionydd.

You will help work across Arfon, Dwyfor and Meirionydd by rotating between areas to understand each team's activities and priorities. You will support local teams in delivering Highway Service work programmes and shadow Area Engineers to learn how maintenance and infrastructure projects are planned, managed and delivered. You will develop an understanding of how the service co-ordinates work across the county, and take part in practical tasks relating to the maintenance of vital roads and infrastructure.

For someone who is practical, enthusiastic about engineering and able to work in an organised manner, this role is suitable for an individual who enjoys problem solving, working as part of a

team, communicating clearly, and can learn quickly while supporting engineers to plan, manage and maintain road and infrastructure infrastructure across Gwynedd.

JOB INFORMATION

This apprentice will work in the Highways, Engineering and YGC department, Highways Service with working arrangements at the head office over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Professional Careers in Construction and the Built Environment - Level 3, with Grŵp Llandrillo Menai

TAX AND BENEFITS APPRENTICE

JOB SUMMARY

The Tax and Benefits Apprentice role is an opportunity for an organised individual to learn and develop administrative and financial skills while working on the frontline to support the administration and collection of local taxes and benefits for the residents of Gwynedd.

You will help work on the Council's frontline service to administer and collect Council Tax and Non-Domestic Taxes, responding to enquiries by letter, phone, email and face to face. You will process applications to modify accounts, exemptions, discounts and payment agreements, and support the arrears recovery procedure by preparing documents for the courts. You will also assist in assessing Housing Benefit, Council Tax Reduction and education benefit applications, as well as supporting levy administration and revenue systems.

For someone who is organised, with a keen eye and confident in dealing with people, this role is suitable for someone who can process financial information carefully, communicate clearly with customers, manage applications and documents effectively, and work responsibly as part of a team to support the administration of local taxes and benefits.

JOB INFORMATION

This apprentice will work in the Finance, Tax and Benefits Service department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A DBS CHECK WILL BE REQUIRED FOR THIS POST THE COUNCIL WILL BE RESPONSIBLE FOR DOING THIS

APPRENTICESHIP

Apprenticeship - Business Administration Level 3, distance learning - the majority of training is provided in the workplace, but you may need to attend sessions at the college to complete theory tasks and tests with Grŵp Llandrillo Menai

BUSINESS AND ADMINISTRATION APPRENTICE – CATERING AND CLEANING

JOB SUMMARY

The Business and Administration Apprentice – Catering and Cleaning role is an opportunity to develop practical skills in catering and cleaning, shadow staff and contribute to supporting the administrative side of a key service for Gwynedd schools.

You will shadow catering staff and gain first-hand experience of day-to-day catering and cleaning. You will respond to enquiries from schools and catering and cleaning teams, helping to organise staff and maintain a smooth service. You will support professional communication by answering calls and writing messages, as well as assisting with the promotion of services through campaigns and social media, and taking part in practical training in catering, cleaning and food hygiene.

For someone who is organised, friendly and confident in communicating, this role is suitable for an individual who can work practically in a busy environment, support catering and cleaning tasks, respond to enquiries, organise staff, accurately record and manage data, and work effectively with teams to maintain high standards of service and hygiene.

JOB INFORMATION

This apprentice will be working in the Education, Catering and Cleaning department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

A db's check will be required for this post the council will be responsible for doing this

APPRENTICESHIP

Apprenticeship - Business Administration Level 3, the majority of training is provided in the workplace, but you may need to attend sessions at the college to complete theory tasks and tests with Grŵp Llandrillo Menai

FORMER BUSINESS AND ADMINISTRATION APPRENTICE REFERENCE

"Apprenticeship - Business Administration Level 3, the majority of training is provided in the workplace, but sessions at the college may be required to complete theory tasks and tests with Grŵp Llandrillo Menai"

DATA ANALYSIS AND SYSTEMS DEGREE APPRENTICE

JOB SUMMARY

The Data Analysis and Systems Degree Apprentice role is an opportunity to develop technical and analytical skills in technology and data, working with modern systems and teams across Cyngor Gwynedd and Anglesey.

You will help use information management systems to transmit, store and manage school data, maintaining data quality through verification, processing and ensuring consistency. You will develop technical skills in Excel, Power BI, SQL and education systems such as Bromcom and One Page School, as well as supporting the development of artificial intelligence methods in an accountable way. You will work with managers and departments to gather information and support digital projects.

For someone with a keen eye for accuracy, confident with data and keen to develop technical skills in information systems, this role is suitable for an individual who wants to develop an ability to analyse and manage data, support digital and AI solutions, and collaborate effectively with teams across Gwynedd and Anglesey to improve the quality of data and systems.

JOB INFORMATION

This apprentice will work in the Education department, Education Data Unit Service with hybrid work arrangements, i.e. a mix of working from home and the office over a 3 year contract.

A driver's license is desirable for the job

APPRENTICESHIP

Degree Apprenticeship - Applied Data Science Degree Apprenticeship (BSc) through Grŵp Llandrillo Menai and Bangor University

NED'S SUCCESS - FLEET TECHNICIAN APPRENTICE

Ned joined the Council as an apprentice in 2024 and is now coming to the end of his apprenticeship and being offered a permanent job with the Highways, Engineering and YGC service - Ymgynghoriaeth Gwynedd Consultancy.

During his time, Ned has excelled in every aspect of his work. His dedication, professional attitude and quality of workmanship have truly impressed everyone.

Ned chose an apprenticeship route because of his natural passion for cars and rallying – an area he also takes part in outside of work. The opportunity to learn on the go, develop skills in a busy workplace and work towards an official qualification appealed to him, and it is clear that he has flourished.

Well done, Ned – we're very proud of your success!

DIGITAL MARKETING APPRENTICE

JOB SUMMARY

The Digital Marketing Apprentice role is a great opportunity for a creative apprentice to develop digital marketing skills by creating content and campaigns that inspire Gwynedd residents and businesses to recycle more and engage better with our services.

You'll help make recycling more visible and appealing online by creating and sharing content on social media that encourages people to recycle. You will clearly communicate to the public about any delays or collection problems, and support the marketing of the Commercial Waste Service by creating engaging messages and materials for businesses. You will work with officers to plan and undertake awareness campaigns, help the team to be more proactive in communication, and update the content of the website to ensure it is up-to-date, easy to understand and suitable for everyone.

For someone who is creative, confident with social media and able to communicate clearly, this role is suitable for an individual who enjoys creating digital content, working with data, wants to develop campaign planning skills, promote recycling messaging and improve the way we communicate with residents and businesses.

JOB INFORMATION

This apprentice will be working in the Environment, Waste Service and Recycling department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

APPRENTICESHIP

Apprenticeship - Social Media and Digital Marketing Level 3, a mix of face-to-face and online learning with Grŵp Llandrillo Menai

BUSINESS AND MARKETING APPRENTICE

JOB SUMMARY

The Business and Marketing Apprentice role supports the day-to-day running of Parc Padarn Llanberis by providing high quality customer service, assisting with office tasks and contributing to the creation of marketing content. You will answer enquiries, update records, manage bookings and help organise events that enhance the visitor experience and promote the park's activities along with Glynllifon Park.

You will help support the park's daily activities by providing support to visitors, schools and community groups. The role will include administrative tasks such as filing, data entry and document processing, as well as contributing to marketing content and updating social media. You will also support event planning and develop technical skills through the use of booking systems and office software. Over the summer, you will also gain hands-on experience as a warden.

For someone who is organised, confident with customer service and keen to develop business and marketing skills, this role offers diverse experience in administration, marketing and practical work in the park.

JOB INFORMATION

This apprentice will work in the Economy and Community, Leisure Service and Country Parks department with working arrangements in the office, on site and in the community over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Business Administration Level 2, a mix of face-to-face and online learning with Grŵp Llandrillo Menai

PATHWAYS AND ACCESS APPRENTICE

JOB SUMMARY

The Pathways and Access Apprentice role supports the team by assisting with survey work, gathering information on trail condition, and assisting with practical work.

You will help to maintain and carry out rights of way and countryside management work safely and efficiently, always following health and safety practices. You will look after vehicles, machinery and equipment, carry out route surveys, keep accurate records and report on work and progress. You will support the implementation of access improvement schemes and assist officers and volunteers with daily tasks on the sites and trails. You will be expected to contribute to your own development, take on other reasonable duties, and report any safeguarding concerns.

For someone who is organised, practical and interested in working outdoors, this role is suitable for an individual who can follow instructions carefully, keep accurate records and is prepared to support route surveying, carry out rights of way work and work effectively with officers and volunteers.

JOB INFORMATION

This apprentice will work in the Environment, Transport Service and Countryside department with working arrangements in the office, on site and in the community over a 2 year contract

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Environmental Conservation Level 2, The technical training is provided at the college one day a week and includes time in practical workshops Grŵp Llandrillo Menai

CUSTOMER SERVICE APPRENTICE

JOB SUMMARY

The Customer Service Apprentice role is an opportunity to be at the heart of some of the most important events in the lives of the people of Gwynedd, providing a high quality administrative service in the field of ceremonies and assisting registrars with births, deaths and marriages.

You will help provide high quality professional service to internal and external customers by phone, email and face to face. The role will involve effectively prioritising work when moving between administrative tasks and supporting customers. You will advise on marriage and civil partnership requirements, arrange appointments, and support the Ceremonies Co-ordinator by ensuring that pre-ceremony documents and arrangements are correct. You will also check details of locations and times, assist with registration duties including searching historical records, and contribute to wider teamwork.

For someone who is organised, confident in dealing with the public and able to prioritise effectively, this role is suitable for an individual with excellent communication skills, an eye for detail and the ability to work professionally in supporting ceremonies, registration and day-to-day administrative tasks.

JOB INFORMATION

This apprentice will be working in the Corporate Services, Customer Contact Service department with working arrangements in the office over a 2 year contract.

APPRENTICESHIP

Apprenticeship - Customer Service Level 3, the framework is delivered in the workplace. Learners may need to attend the College as agreed with the Assessors with Grŵp Llandrillo Menai

BUSINESS AND ADMINISTRATION APPRENTICE – SOCIAL CARE

JOB SUMMARY

The Business Apprentice and Administration – Social Care role is an opportunity to gain broad experience across care services, learn from professionals, develop administrative and data skills, and contribute to projects that support vulnerable people.

You will help support the department by using accurate data administration and recording systems, handling sensitive information securely. You will respond to requests from frontline teams and partners, organise meetings and events and provide administrative support when required. You will also help with safeguarding references and contribute to information governance work. In addition, you will get involved in projects and collaborate with different teams to understand how the department works, shadowing professionals and learning about areas such as finance, contracts, commissioning and quality assurance.

For someone who is organised, careful in handling information and confident in communication, this role is suitable for an individual who is keen to develop administrative skills, record data accurately, respond to requests professionally and build an understanding of care services by working closely with specialist teams.

JOB INFORMATION

This apprentice will work in the Adult, Health and Wellbeing, Business Service department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is desirable for the job

APPRENTICESHIP

Apprenticeship - Digital Skills for Business Level 3, work-based learning using an electronic portfolio and Teams meetings with Grŵp Llandrillo Menai

BUYING AND SELLING APPRENTICE

JOB SUMMARY

The Buying and Selling Apprentice role involves helping the Corporate Category Team by gathering and organising contract information, supporting review and tendering work and working with other staff to improve how contracts are managed and organised.

You will help use procurement systems to collect, organise and manage information on expenditure and contracts, keeping records accurate and up-to-date. You will support review work by gathering evidence and helping to understand and analyse data. The role will also include preparing and arranging tender documents and contracts, monitoring how suppliers are performing, and collaborating with services and suppliers to gather information and deal with queries. In addition, you will participate in team meetings and do market research.

For someone who is organised, with an eye for accuracy and has an interest in procurement, this role is an opportunity for an individual to analyse expenditure data, support tendering and contracting processes, maintain contract records effectively, and build strong working relationships with services and suppliers to improve procurement governance and management across the council.

JOB INFORMATION

This apprentice will work in the Environment, Business Service department with hybrid work arrangements, which is a mix of working from home and the office over a 2 year contract.

A driver's license is essential for the job

APPRENTICESHIP

Apprenticeship - Commercial Procurement and Supply (CIPS), Level 3, work-based learning using an electronic portfolio and Teams meetings with Grŵp Llandrillo Menai

APPRENTICESHIP APPLICATION GUIDANCE

We would like you to structure your application by following the headings that are in line with the principles of the plan while adhering to the word count carefully.

IMPORTANT POINTS

- Remember - following this structure will be beneficial to your application
- As language accuracy in Welsh is important, you'd better complete the form in Welsh
- In your examples, you should detail what you did and the impact
- Don't write more than 150 words to each of the points
- We'll get back to you by phone if you're successful

APPRENTICESHIP APPLICATION SCRUTINY

- WHY APPLY FOR THIS APPRENTICESHIP? - You need to explain why you have applied for this apprenticeship in particular. Remember to talk about your interest in the field and why you're trying.
- CORRECT BEHAVIOUR AND ATTITUDE - You need to describe one event that shows when you behaved appropriately or positively to a situation – e.g. showing respect, positive attitude
- COMMIT TO WORK OR PROJECT - You need to describe one event that shows when you contributed to a task or project e.g. project work at school or college
- WORKING AS PART OF A TEAM- You need to describe one event that shows you are working effectively as part of a team
- COMMUNICATE WITH CONFIDENCE- You need to describe one incident that shows that you are confidently communicating verbally or in writing with an individual or group
- BE READY TO LEARN - You need to describe one event that shows that you are ready to learn or when you learned something important
- UNDERSTANDING WHAT IT TAKES TO WORK FOR THE COUNCIL - You need to explain why you want a career with the Council

DIGITAL EMPLOYER

Apprentices and Professional Trainees starting careers with Cyngor Gwynedd in 2026 will contribute to the Institute's work to implement our Digital Plan – a plan that aims to shape an ambitious pathway towards our goal of becoming a fully digital employer.

The Digital Plan sets out a vision of how the Council will use technology to develop our services, to our ability to use data as a way of making decisions, and to make sure our officers have the digital skills and solutions to develop and maintain the best services. The scheme will give the Council the opportunity to develop in areas such as Artificial intelligence (AI) and use innovative technology to identify just a few.

The vision of developing into a digital employer is a long-term one and the digital plan puts priorities in place as a solid foundation for this exciting journey.

UNION OF THE FUTURE

CREATING A SENSE OF BELONGING AMONGST THE COUNCIL'S YOUNG PEOPLE

The Union provides the following opportunities to members of staff aged between 16 - 35

It was set up by Jac, one of our Leadership and Management Professional Trainees on Cynllun Yfory.

To support your professional development within the Council there will be sessions available to attend such as how you can develop your career, learn about your contribution to the organisation, develop your awareness of how the council works and raise your personal confidence in your work.

INTERESTS

- Start and take part in social activities and clubs
- Financial support can be received to set up
- Running sessions and activities that support you developing in your job
- Network and become friends with other young people across all Council departments and areas

ACTIVITIES CURRENTLY TAKING PLACE:

- Undeb y Dyfodol Book Club
- Shaping Your Career Mapping Path Event
- Hyrox Sessions

More to come!

SUPPORTING CANDIDATES

We support the principles of equal opportunities and strive to ensure a fair reflection of the community among our staff. It is our policy to appoint the best person to all vacancies, regardless of an individual's gender, age, race, nationality or disability. Disabled applicants will be assessed according to their ability.

We are committed to increasing the number of disabled staff we employ. Applications are invited from disabled individuals, and every effort is made to support and retain staff who experience a disability during their employment with Cyngor Gwynedd.

COMPLETE THE APPLICATION FORM

If you wish to receive the application form in a different format such as braille, large print or on tape, an easy-to-read version, please contact the HR Service on 01286 679543 or swyddi@gwynedd.gov.wales

INTERVIEW

If you are invited to an interview, we will ask you to indicate if you have any specific needs. We can then arrange suitable arrangements for you – for example, arranging support such as a sign language interpreter, lip spokesperson, or arranging transport for you to the interview.

We kindly ask for enough notice from you to ensure that we are able to meet your needs for the day of the interview.

Every effort will be made to treat disabled staff in accordance with their needs, and if necessary, reasonable adjustments will be made to the workplace and to staff working procedures.

EQUALITY

Cyngor Gwynedd is committed to ensuring diversity and equality in the workplace and is passionate about providing an inclusive workplace for all its staff. One of our main objectives is to ensure that we meet the needs of the residents of the county while ensuring fairness for all. We have a responsibility to ensure fairness for all the people of Gwynedd and according to their needs.

DISABILITY AND NEURODIVERSITY

As an inclusive employer, Cyngor Gwynedd is committed to supporting disabled people in all elements of their day-to-day work. We work collaboratively with candidates to ensure equal opportunities and are happy to support individuals by offering reasonable adjustments to their work arrangements, as required.

As an employer we are:

- Offering an interview to individuals who meet essential requirements Person job details
- Offer flexibility with individual assessment arrangements so that candidates can have the best chance at an interview
- Ensuring that our staff have appropriate awareness of equality and disability
- Maintain an in-house website to raise awareness about equality, a website that lists suitable experts who can support and advise individuals about various working processes
- Ensure that there are no barriers to the development and progression of disabled staff

WHAT NEXT?

CLOSING DATE 29.05.26

- Follow us on social media
- Do research into the Council and into the job
- Make sure you choose the best job for you
- Open an account on the Council's Jobs Website
- Follow the application guidelines
- Register for our Blas ar Wunedd open day

REGISTER HERE FOR A TASTE OF GWYNEDD DAY

https://forms.office.com/Pages/ResponsePage.aspx?id=iRKEmf1njK64ExKyL3guzn9AgxPJ_VNI mA83EZBJ59VUREJKVTA2WkVNWFNYUUROUEZHVV11QjNCUS4u

CYNGOR GWYNEDD WEBSITE

<https://www.gwynedd.llyw.cymru/cy/Cyngor/Swyddi-a-Gyrfaoedd/Prentisiaethau-a-Cynllun-Graddedigion/Prentisiaethau-a-Cynllun-Graddedigion.aspx>

CONTACT US

Facebook – Cyngor Gwynedd's Cynllun Yfory

Facebook – Cyngor Gwynedd Apprenticeships

LinkedIn – Cynllun Yfory

TikTok - @TalentGwynedd

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