

**CYNLLUN YFORY**  
**GRADDEDIGION**  
**GRADUATES**



**ESTATE MANAGEMENT**  
**PROFESSIONAL TRAINEE**

**INFORMATION PACK 2023**







If you're looking for the perfect opportunity to develop your career, then joining the Cynllun Yfory is the next step for you.

We hope that the information in this pack will inspire you to make an application for the job and make a genius decision about your future.

Cyngor Gwynedd is working hard to ensure that we have the best possible employees. Our aim is to attract the most skilful and talented individuals to provide the best service to address the needs of the people of Gwynedd.

This means that we need to invest in, support and empower our workers to live our vision and our way of working and enable them to become an integral part of shaping the future of Gwynedd Council.

There is a need to ensure that the best workforce includes leaders and specialists of the highest caliber. This means demonstrating excellent skills and attitudes, and supporting and empowering our workforce to realize our vision.

Since establishing the Scheme in 2017, it has gone from strength to strength. The Professional Trainees who are on or have been on the Scheme are truly making a difference, are adding value and are providing the best service for the people of Gwynedd every day.

If you would like to develop a career as part of a workforce that can genuinely change the lives of people and communities, Cynllun Yfory is the answer for you.



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## FACTS

The Council serves almost 120,000 people

There are over 6000 members of staff working in the Council

The Council owns over 400 buildings across the County

The Council offers over 100 services to the people of Gwynedd and beyond

Every Professional Trainee has secured a permanent post at the end





The main thing that enables us as a Council to do this is the staff that 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 communities and the environment in which we live.

Cynllun Yfory, Cyngor Gwynedd's Graduate Scheme, is one of the best graduate schemes in Wales. It gives our professional trainees the opportunity to understand more about local government, to develop essential skills in the area, to develop networks across the Council and beyond and to gain valuable practical experiences at every level across the organisation

Cynllun Yfory is a unique opportunity for anyone with a degree or equivalent, to develop a fantastic career at Cyngor Gwynedd. If you have ever thought about working for local government and be a part of something special, Cynllun Yfory is perfect for you.

I look forward to receiving your application.

*Alun Lloyd Williams*

Cyngor Gwynedd Talent and Apprenticeship Leader



## WHAT IS CYNLLUN YFORY?



Cynllun Yfory is a scheme for graduates to develop them as a leader or a specialist of the future. Our Professional Trainees receive practical experiences and the opportunity to complete a higher qualification, usually a Masters at the same time. There is ample opportunity to develop confidence, skills, attitude, behaviour and understanding over the length of the contract.

## SALARY

£ 27,344 to £28,371 a year

## BENEFITS

- 26.5 days of annual leave
- 8 Bank holidays yearly
- Work in a Welsh speaking environment
- Flexible working - Working from home, in the office or a mixture of both
- The best work terms and conditions in the area

## CYNLLUN YFORY OPPORTUNITIES

The Scheme offers many different opportunities including:

- Being a member of the Council's Professional Trainee Network
- One to one developmental meetings
- Q&A Events
- Masterclass sessions with experts
- Developmental Workshops
- Gain new qualifications





## THE SCHEMES' PRINCIPLES

It is expected that our professional trainees can show the principles of the scheme:

- Work effectively with people
- Communicate with confidence
- Plan and organise effectively
- Achieve results that make a difference
- Analyse and resolve problems
- Be adaptable
- Immerse themselves fully in local government and working for the Council
- Show the potential to be a leader and to be a specialist

## FLEXIBLE WORKING

The Council believes that enabling our professional trainees to work flexibly is an essential way of getting the best out of them.<sup>1</sup> Worklife balance is vitally important for the wellbeing of our staff. Flexible working can be a combination of the following:

- Combination of working from home and in the office
- Establish working hour patterns which suit the individual
- Establish different work places



## THINK ~ VENTURE ~ ENJOY

This is Cynllun Yfory's slogan. The slogan was created by our professional trainees.

It conveys exactly what the scheme means to them.



## OVERVIEW

### FULL TITLE OF THE JOB:

Estate Management Professional Trainee

### LENGTH OF THE CONTRACT:

3 years

### NAME OF THE DEPARTMENT AND SERVICE:

Housing and Property Department

### THE MANAGER'S NAME IS:

Lowri Cadwaladr

## FACTS

The Housing and Property Department was established in 2019 in order to facilitate the Council's ability to face one of the biggest challenges facing the county, namely providing suitable homes for the people of Gwynedd.

The department is also responsible for managing the Council's buildings and grounds to ensure they are suitable for providing services to the people of Gwynedd.

## THE JOB

Estate management within a local authority offers wide opportunities to deal with a range of properties and lands. The trainee will work directly with the Senior Surveyors and the Assistant Estates Surveyors under the guidance of the Estates Manager when dealing with a wide range of tasks. There will also be an opportunity to work closely with officers in other departments across the Council as well as with the public.

There will be an opportunity to advise and deal with a wide range of work areas, and various categories of property to include houses, schools, care homes, industrial units and green lands. The work will include all aspects of estate management including the valuation of buildings and land, and negotiating terms for buying, selling or leasing, and that will enable the trainee to gain relevant experiences to enable them in due course to qualify as chartered surveyor.

We are therefore looking for an enthusiastic, dedicated and determined candidate, who enjoys interpreting and analyzing information, and solving problems.



## THE DEPARTMENT AND SERVICE

The Estates Unit sits within the Housing and Property Department.

The Department leads on the Council's Housing Action Plan which outlines plans to address the need for affordable housing for local people, and the Estates Unit has a key role to play in purchasing development land and houses in order to enable the realization of these plans.

The Estates Unit is responsible for providing support to all the Council's services in relation to and management of the Council's Estate which includes 965 buildings located over 477 Sites. The Estates Unit is also responsible for managing the Council's leases including Industrial Units and Offices that are let to businesses, generating an annual rental income of over £1.1M.

## WHAT NEXT?

At the end of the 3-year course you will have received a Master's degree, and gained valuable and varied experience in the field of estate management.

Although there is no guarantee of a specific job at the end of the period; as a developing service and Department, it is hoped that an opportunity will arise within the field to enable you to progress to follow the RICS NPA process and qualify as a Chartered Surveyor.

## THE QUALIFICATION

**TITLE:** MSc Real Estate  
**LOCATION:** The University of Manchester  
**LENGTH:** 2 Years  
**METHOD:** Online



### OVERVIEW:

A worldwide demand for commercial and industrial property, accelerations in technology and pressure for businesses to meet economic, social and governance goals are just some of the challenges faced by those operating in the ever resilient real estate sector.

This RICS-accredited MSc will support you with gaining the skills, knowledge and confidence to take a leading role in addressing these challenges and take the next steps in your real estate career – applying what you learn from the course to your workplace.

You'll learn the latest in-demand skills and knowledge required for a successful career in this dynamic sector.



## GUTO HUGHES

### Professional Trainee Procurement (2021 - 2023)



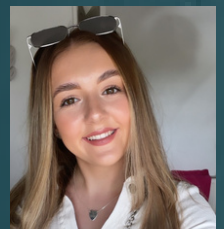
*"The Scheme has been a great experience for me. There are not many opportunities to work through the medium of the Welsh language in the Procurement field, especially in the public sector.*

*I have also had the opportunity to work on additional projects to my day to day role at the council. I have been a member of the Council's climate change board, ran a plastic material reduction task group once, and been a member of the "Market Intelligence Expert Group" Welsh Local Government Association.*

*In addition, through the scheme I was seconded to the Environment Category Team. This means that I am now working on tenders which are much more complex which enables me to develop my skills in the Procurement field."*

## SOPHIE WILLIAMS

### Professional Trainee Translator (2021 - 2024)



*"I have been very privileged to meet so many experts during the scheme and it has enabled me to develop very wide networks, varying both inside and outside the Council. Within the Council, I have friends and colleagues on the scheme, the other graduates, former trainees and leaders, and also contacts within my translation team, as well as the wider Language and Democracy service.*

*We are also very privileged to have question and answer sessions with various scholars and experts, ranging from MP Liz Saville Roberts, to Noel Mooney and Professor Richard Wyn Jones to name a few! I also have external links with fellow students and scholars at Aberystwyth University on completing my MA course, and through that I had the privilege of spending a period of work experience with the Welsh Government and forging lifetime links with that special workplace there as well."*



## CALEB LEWIS

### Professional Trainee Accountant (2021 - 2024)



*"Approaching my second year on the scheme I have had a period full of experiences and development. In the wake of the COVID Pandemic and Cost of Living Crisis I have seen one of the most vulnerable times for finance in the country's recent history. Through this I had the experience of seeing the necessary work that has been carried out from management level to operate on a day to day basis.*

*I have continued to work for the Environment Accounting Team after periods in Pensions, Payments and Central Accounting. Having the opportunity to work within a professional team and accept my own responsibilities promotes development that is second to none.*

*The scheme gives the opportunity to have a cross-section of day-to-day work, deal directly with managers and be able to join the council's committees which is an opening to a wide and valuable vision. Together I continue to commit to CIPFA two days a week and enjoy taking any opportunity to go on training courses that are offered internally or externally by the Council."*

## OSIAN ELIS

### Professional Trainee Leadership and Management (2021 - 2024)



*"The main thing I'm working on is developing a plan to maintain Cyngor Gwynedd's new highway assets. This plan outlines the new methods and standards the council wants to follow for responding to and repairing defects in the county's lanes. It is a very useful experience for me. I gain experience not only of policy design, but also of the political and strategic process involved, specifically driving the plan to be passed by the Cabinet and the Leadership Team.*

*Last year, I was working on the priorities of the Heritage Site interpretation strategy The Welsh Slate Landscape World. The intention was to convey the history and importance of the quarrying areas in Gwynedd to world heritage, by erecting information boards in key places. This required me to engage and be involved with external stakeholders."*



## REQUIREMENTS

To make an application, you must:

- Have a 2:2 or above grade at degree level
- Be fluent in Welsh and English
- Have 4 GCSE grades C or above
- Are passionate about working in local government
- Have shown the willingness to lead or to be a specialist

## HINTS AND TIPS

- Take the time to choose the right job for you
- Read the blogs ([cynllunyfory.com](http://cynllunyfory.com))
- Conduct research into the Council
- Read the application guidelines in detail before starting

## RECRUITMENT CENTRES

We will be running recruitment centres to appoint our professional trainees. The recruitment centres is an excellent opportunity for someone to show real potential

- The main purpose of the recruitment centre is to ensure that you get the opportunity to show your potential, behaviours and attitude.
- We will be assessing all applicants by using the scheme's principles on page 11 and 12.
- The recruitment centre will be held face to face for the first day and virtually for the second day using different aspects including tasks and interviews.
- During the interview, we will ask five questions. We will give you a copy of the questions just before the interview so you can prepare your answers. You will have to answer one of the questions in English.
- And don't worry, we will present all the expectations fully at the beginning

## TIMETABLE

APPLICATIONS OPEN - 01/03/23 until 13/04/23

CONFIRM SHORTLIST - 04/23

RECRUITMENT CENTRE - 20/06/23 and 21/06/23

START THE JOB - 04/09/23

START THE QUALIFICATION - 09/23

FINISH THE SCHEME - 08/26



Here are Cynllun Yfory's Principles  
This is what is expected from our professional trainees

## WORK EFFECTIVELY WITH PEOPLE

The ability to work effectively with others whilst demonstrating a clear understanding of the importance of equality, political sensitivity and emotional intelligence. This will include the ability to bring together people from every level, expertise and ability to achieve expectations on time and within restrictions.

## COMMUNICATE WITH CONFIDENCE

The ability to communicate confidently, both orally and in writing in Welsh and English, and for the purpose of persuasion when required. Also, the individual must have the ability to use influencing skills and be able to demonstrate the appropriate skills to use the correct form of communication for any audience.

## PLAN AND ORGANISE EFFECTIVELY

The ability to manage your time and prioritise work effectively to fulfil objectives that focus on specific aims and drivers of change.

## ACHIEVE RESULTS THAT MAKE A DIFFERENCE

The ability and confidence to venture and innovate and to take responsibility for decisions to achieve worthwhile results for the people of Gwynedd. This will be demonstrated by challenging the norm to promote change at all levels.



## ANALYSE AND RESOLVE PROBLEMS

The ability to identify, analyse and interpret relevant information from a range of different sources to resolve complex problems and develop effective responses.

## BE ADAPTABLE

The ability to be proactive in identifying, reflecting and taking advantage of learning and development opportunities regularly, to empower yourself and others and demonstrate the right attitude to coping with change regularly.

## IMMERSE IN LOCAL GOVERNMENT AND THE COUNCIL

The ability to identify what matters to the people of Gwynedd and develop an understanding of the role of local government to achieve this through democracy, engagement and partnerships.

## SHOW POTENTIAL TO BE A LEADER AND A SPECIALIST

Demonstrate the confidence, attitude, behaviour, skills and intelligence to lead effectively and to be seen as a specialist.



## FOR MORE INFORMATION



[www.instagram.com/cynllunyfory](https://www.instagram.com/cynllunyfory)



[www.facebook.com/cynllunyforycg](https://www.facebook.com/cynllunyforycg)



[www.twitter.com/talentgwynedd](https://www.twitter.com/talentgwynedd)



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## WHAT NEXT?

1. Follow us on social media. The information is at the bottom of this page.
2. Research into which field is of most interest to you.
3. If you intend to make an application, follow the guidelines.
4. Open an account on the Council's Job Site.
5. Register your interest on our Interest list.

Hopefully the information in the pack has inspired you to make an application for the job. Make the genius decision about your future. Choose Cynllun Yfory.

**GOOD LUCK!!!**