

CYNLLUN YFORY.

GENIUS DECISION.

INFORMATION PACK

**LEADERSHIP AND
MANAGEMENT
PROFESSIONAL TRAINEE -
HEALTH AND CARE**



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MEDDWL • MENTRO • MWYNHAU







A WORD OF WELCOME



Gwynedd Council 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 during a particularly challenging time.

There is a need to ensure that the best workforce includes leaders of the highest caliber. This means demonstrating excellent leadership and management skills, 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.



The purpose of the Information Pack is to provide you with some essential information about Cynllun Yfory and the placement.

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FACTS

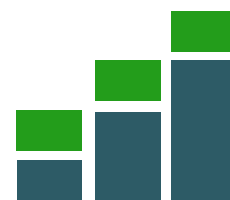
The Council serves over 120,000 people

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



INTRODUCTION



When you think about what local government does, what is the first thing that springs to mind for you: collecting taxes, refuse collection or running libraries perhaps? If one of these answers came to your mind first, you are quite right, but you might not be aware of the range of other services and functions that local government undertakes every day.

The Council provides a broad range of services across our County which include educating our children, caring for our people, cleaning our streets, looking after our well-being and promoting our local businesses to succeed.

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, Gwynedd Council's Graduate Scheme, gives you the opportunity to understand more about local government and we will offer you hands-on experiences across departments to develop your leadership and management skills. You will receive various opportunities to develop your skills to achieve a long and prosperous career here.

Cynllun Yfory is therefore a unique opportunity for anyone with a degree or equivalent, to develop a career at Gwynedd Council. If you have ever thought about working for local government, Cynllun Yfory is perfect for you.

I look forward to receiving your application.

Alun Lloyd Williams
Cynllun Yfory Leader

PURPOSE

The purpose of the job is to:

- Develop leaders of the highest caliber to take on key leadership roles within the Council
- Give future leaders the opportunity to gain the experiences, networks and qualifications needed to provide a solid foundation from which to start your leadership and management career
- Experience working within various departments
- Contribute to managerial work and high level projects overseen by experienced managers in a range of services across the county



FLEXIBLE WORKING



The Council believes that enabling our staff to work flexibly is an essential way to get the best out of everyone. Having a work-life balance is vital to the well-being of our staff.

Flexible working can be a combination of:

- Working from home and/or in the office
- Establishing a different pattern of working hours
- Different work locations

ESSENTIAL INFORMATION

The structure of the scheme will be as follows:

- The **agreement will be 2.5 years** long
- During the contract the successful candidate will receive all possible support and resources to achieve a higher level professional qualification.
- There will be the opportunity to gain valuable experiences beyond the ordinary, which will address the political, strategic, operational and front-line elements that are integral parts of the Council's function.
- Ongoing support and reviews will take place throughout the contract period to ensure the successful applicant gets the best out of the scheme.

By taking advantage of the above, the prospective leader will develop the confidence, skills and understanding of the essential behaviors that will be needed to effectively manage the Council for years to come.

SALARY



The Professional Trainee will have a starting salary of £24,982.00.

There is potential for this to increase to £27,041.00 by the end of the two years, depending on progress.

OVERVIEW OF THE PLACEMENT

The range of skills needed to secure the highest quality services for our residents is very wide. We are keen to appoint an enthusiastic individual who would gain expertise in the field and will play a key role in the future to lead and transform services for the benefit of our residents.

The successful candidate will take on a range of responsibilities during the period of the agreement, such as our ambitious programme to integrate frontline Health and Care services. It is anticipated that there will also be an opportunity to study and understand how systems of work operate, and the challenges involved and try to change them for the better.

The individual will have an opportunity to work as part of a team but will also be given the responsibility of leading on individual pieces of work. These opportunities and experience will involve working with individuals across the Council, together with the Authority's key partners within health and care such as the Health Board and 3rd sector organisations. This area has recently experienced significant changes which has been largely influenced by significant legislative changes – this is highlighted by the need to understand the national context and drivers as well.

OVERVIEW OF THE DEPARTMENT

The past year has been challenging and difficult to say the least and we have seen more than ever how key it is to ensure robust services in Health and Care. The Business Service is responsible for supporting the frontline teams of the Adults, Health and Well-being Department and the Children and Supporting Families Department.

- The Adults, Health and Well-being Department provides a range of social care services to residents aged 18 or over who need advice, information, support or care because of specific needs. The purpose of the department is to enable Gwynedd adults to 'live my life as I want to live'.
- The purpose of the Children and Supporting Families Department is to ensure that children and young people are protected from harm; experience stability in their lives and have the best opportunities in terms of their health and well-being.

Support is given to teams within these departments in a variety of ways such as by commissioning suitable provisions, workforce training and development and providing information systems support. The Business Service is also responsible for a wide range of financial aspects of the field, and the arrangements that are in place to ensure that individuals who are able to, pay for their care.

THE ROLE OF THE PROFESSIONAL TRAINEES

Although the Business Service will be the 'home' of the Professional Trainee during the two and a half years and it is anticipated that job opportunities will eventually arise for the individual, it is absolutely key that the Trainee has wide and different experiences in this diverse area.

The Trainee will have regular support and contact with the Senior Business Manager but will be placed in different teams and services in order to learn through experience, learn from others and develop working relationships as widely as possible.



As well as understanding how back office teams work, the trainee will be able to spend time with the following teams:

- **Mental Health, Learning Disabilities and Older People**
- **Children and Family teams**
- **Health and Care Services Transformation Team**
- **Well-being Team**

REQUIREMENTS

You must satisfy the following basic requirements to apply:

- Have gained a 2:1 degree or above
- Have a degree in a subject that is relevant to the field
- Fluent in both English and Welsh
- Have gained a GCSE, Grade C or above in Mathematics, Welsh, English and Science
- Passionate and really want to work in local government
- Have already shown a willingness to lead others e.g. in an educational setting (school, college, university), or a sports, social, community or work setting

CYNLLUN YFORY TIMETABLE

WHEN?	WHAT?
April-June 2021	Advertise the post. The application period. Confirm the short list.
June 2021	Recruitment Centre. Appoint.
July-September 2021	Commence in post. Welcome period and getting to know the placement. Begin the qualification.
Up to January 2024	Complete the Scheme. Complete the qualification.

QUALIFICATION

MPA - MASTERS IN PUBLIC ADMINISTRATION

The successful candidate will study an MPA (Masters in Public Administration) qualification through the North Wales School of Management, Glyndŵr University. The qualification will be delivered 100% online.

The qualification is recognized in Leadership and Management across the world. The program will develop the key knowledge and skills of transformational public sector leaders, including:

- Extensive understanding of the public sector
- Leadership skills in a public sector context
- Communication skills
- Policy and governance
- Strategic action
- Human resource management
- Morality
- Environmental impact of institutional activity



You can find out more about the content of this qualification [here](#).

LEARNING AND DEVELOPMENT

In addition to the qualification, the Professional Trainee will be able to take advantage of a range of learning and development titles and methods that are available in Gwynedd Council.

This will happen through internal events and arrangements but there will also be an opportunity to have external experiences.

The opportunities will usually be in areas that include, but are not limited to the following:

- self-development
- communication
- leadership and management
- finance
- project management
- language
- information technology



Porth e-ddysgu



EXPERIENCES

To understand exactly how the Council works and the way services are provided, the successful candidate will have the opportunity to gain a range of valuable experiences beyond the day to day job, which will address the political, strategic, operational and front line elements of the Council.

Here are some of the experiences and support that will be available to all professional trainees:

- Be part of the Gwynedd Council Professional Trainee Network
- Opportunity to work in various services and locations across the department and sites across the County. The successful applicant will need to be flexible and able to travel to different work sites throughout the duration of the Scheme.
- One-to-one development support throughout the agreement
- Regular development workshops and sessions
- Weekly meetings with the line manager
- Meet and work with Senior Officers on a regular basis
- Experience of working on various high level projects on a regular basis
- Observe political meetings including Full Council and Cabinet
- Visit a number of frontline services including Galw Gwynedd

WHAT NEXT?

Since 2017, the Council is pleased that all of our Professional Trainees have been appointed at the end of the Scheme. We are almost certain that there will be a job at the end for you as well.

We will support this by:

- Fully preparing the trainee for a key role
- Support you to draw up a career map and identify suitable support to make it happen
- Support you to set up networks and meet appropriate people across the Council

Here are some of our former trainees and their current jobs at the Council:



Sara Jones
Waste/Recycling Data Officer



Miriam Hughes
Corporate Category Specialist



Elin Jones
Technical Assistant



Eilw Pritchard
Health and Care
Transformation Leader



Mared Jones
Occupational Health Nurse

BENEFITS

There will be many benefits available for you while you work for Gwynedd Council, including:

- Working in a Welsh-speaking environment
- Access to the full Learning and Development programme
- Being a member of a competitive pension scheme
- Taking advantage of discount schemes (e.g. computer equipment and mobile phones, Arriva)
- Discounts in local and national stores
- Support for you to have a healthy life
- Cycle to work scheme
- Work-life balance (eg flexi, flexible working, holidays ...)
- An opportunity to join the Give as You Earn scheme
- An opportunity to join a Credit Union

THE RECRUITMENT PROCESS

STAGE	WHAT?	HOW?	WHEN?
1	Online application	<ul style="list-style-type: none"> • Complete an online application form. • We will draw a shortlist by 08/06/21. • There will be room for up to 6 candidates for STAGE 2. 	28/04/21 up to 03/06/21
2	Recruitment Centre	The Recruitment Centre will be a combination of tasks and an online interview over Microsoft Teams over two days.	16-17/06/21
3	Appoint	We will make the appointments based on assessing the information from the recruitment centre and references.	18/06/21

You must ensure that you are available on the dates of **STEP 2** and **STEP 3**.

RECRUITMENT CENTRE

The Recruitment Centre is a great opportunity for you to show your potential.

Here are some points you may find helpful:

- The main purpose of the Recruitment Center is to ensure that you have the opportunity to demonstrate your potential, behavior and attitude.
- We will assess applicants using the Scheme Requirements.
- The Recruitment Centre will be run online with different aspects including tasks and an interview.
- During the interview, we will ask five questions. We will give everyone a copy of these questions just before the interview. You will be expected to answer one of the questions in English.
- Don't worry, we will set out the expectations at the start.

THE REQUIREMENTS

We are looking for people who have the right attitude and conduct, who will be able to demonstrate their eagerness and enthusiasm for working for local government. This could be an excellent opportunity if you think you have the potential to address the needs below:

01

Working with others

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.

02

Communicating 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.

03

Planning and organising

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

04

Achieving valuable results

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

THE REQUIREMENTS

05

Analysis and problem solving

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

06

Motivation and flexibility

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.

07

Commit to local government and the community

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, commissioning, partnerships and interventions.

08

The potential to lead and to be a field expert

Demonstrate the confidence, attitude, behaviour, skills and intelligence to lead effectively and demonstrate the principles of transformational leadership. It is hoped that by applying these principles, the individual will be empowered to lead local government through a period of significant change.



**Developing the Leaders
and Experts of the Future**

MORE INFORMATION



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FOR MORE INFORMATION:



www.instagram.com/cynllunyfory



www.facebook.com/cynllunyforycg



www.twitter.com/talentgwynedd



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www.gwynedd.llyw.cymru/cynllunyfory



www.gwynedd.llyw.cymru/swyddi

For more information, please see some of the following sites.

It is an opportunity:

- To learn more about our current Professional Trainees
- To see pictures, videos and blogs of their journey to date
- To have further information about the scheme
- To get to know what you should consider in making your application