Investing in the best people for today and tomorrow

Operate in accordance with Legislations relating to Births, Deaths, Marriages and Civil Partnerships

Work in the Births, Deaths, Marriages and Civil Partnerships Registration field

Professional qualification in the Registration and Management field

Data Protection Legislation

Learn National systems as well as internal systems

Transform the Service in the future

E-information Pack

SPECIALISTS OF TOMORROW 2019

Trainee: Registration Service
Gwynedd Council is currently working hard to ensure that we have the best possible workforce. Our aim is to attract the most talented individuals in order to provide the best service to meet the needs of Gwynedd's residents. There is a need to ensure that the best workforce includes experts of the highest calibre.

This means displaying excellent skills, supporting and empowering our workforce to realise our vision, and being an integral part of shaping the authority's future in extremely challenging times.
Contents

The purpose of the e-information pack is to give you some essential information about the Specialists of Tomorrow Scheme

<table>
<thead>
<tr>
<th>WHAT?</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Purpose</td>
<td>4</td>
</tr>
<tr>
<td>Success</td>
<td>4</td>
</tr>
<tr>
<td>Structure</td>
<td>5</td>
</tr>
<tr>
<td>Salary</td>
<td>5</td>
</tr>
<tr>
<td>Specialist of Tomorrow Placement</td>
<td>6</td>
</tr>
<tr>
<td>The Registration Service</td>
<td>6</td>
</tr>
<tr>
<td>The role of the Trainee</td>
<td>7</td>
</tr>
<tr>
<td>Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Scheme Timetable</td>
<td>8</td>
</tr>
<tr>
<td>Qualification</td>
<td>9</td>
</tr>
<tr>
<td>Learning and Development</td>
<td>9</td>
</tr>
<tr>
<td>Experience</td>
<td>10</td>
</tr>
<tr>
<td>What afterwards?</td>
<td>11</td>
</tr>
<tr>
<td>Benefits</td>
<td>12</td>
</tr>
<tr>
<td>The Recruitment Process</td>
<td>12</td>
</tr>
<tr>
<td>The Principles</td>
<td>13</td>
</tr>
<tr>
<td>More Information</td>
<td>15</td>
</tr>
</tbody>
</table>
Introduction

When you think about what local government does, what is the first thing that comes into your mind: rates collections, waste collection or perhaps running libraries? If you thought about one of these, you are correct, but it is possible that you are unaware of the range of other services and functions that local government is involved with on a daily basis.

The Council provides a wide range of services across our County, including educating our children, caring for our people, cleaning our streets, caring for our health and promoting our local businesses to ensure that they can succeed.

The main thing that enables us as a Council to achieve this is primarily the staff who work here. The Council is made up of people who have chosen to work here because they wish to help the people of Gwynedd and to make a difference to the communities and the environment in which we live.

If you have ever thought that you would like to work in local government, the Specialists of Tomorrow Scheme is an excellent opportunity for you to start your career.

The scheme will provide an opportunity for you to understand more about local government by offering practical experiences for you to develop your personal skills so that you can prepare yourself, and benefit from a long and successful career with Gwynedd Council.

If you would like to develop a career as part of a workforce that can truly change the lives of people and communities, perhaps the Specialists of Tomorrow Scheme is the answer for you.

I look forward to receiving your application.

Geraint Owen
Head of Corporate Support
Purpose

The purpose of the Specialists of Tomorrow Scheme is to develop specialists of the highest possible calibre to undertake key posts within specific areas of the Council. The scheme gives an opportunity for future specialists to become familiar with the experiences, networks and qualifications which are needed to build the firm foundation on which to start your career.

Success

We will measure the scheme's success by the following three elements:

- The candidate will add value to the workforce and will meet the needs of the Council's services
- The Council will recruit the best possible candidate for the scheme
- The successful candidate will gain a specialist post at the end of the scheme
**Structure**

The Scheme will have the following structure:

- The Scheme's duration is three years
- During the three years, the successful candidate will receive all possible support and resources to gain a higher level professional qualification
- The trainee will be given the opportunity to experience working in various fields within the Registration Service
- There will be an opportunity to gain valuable experiences which go beyond the usual, to address the political, strategic, executive and front-line work which are integral elements of the Council’s functions
- There will be continual support and reviews throughout the three years to ensure that the successful candidate gets the most out of the Scheme

In taking advantage of the above, the trainee will develop the confidence, skills, and understanding of the behaviours required to be an effective specialist in the Council over the coming years.

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**Salary**

The pay scale will be £24,313-£26,317

The exact salary point will be dependent upon progress.
Specialists of Tomorrow Placement

A unique opportunity has arisen for a specialist trainee to join the Council’s Registration Service. The Registration Service is faced with an exciting and challenging period over the next few years as the Council transforms the way it provides the Service and enables customers to gain access to services at times that are convenient for them.

We are looking for an enthusiastic candidate who is committed to developing strong interpersonal and technical skills in this specialist field. The successful candidate will be required to work within a service that is responsible for Registering Births, Deaths, Marriages and Civil Partnerships in Gwynedd. The successful candidate will occasionally be required to work weekends to officiate marriages and also to work in a very busy office coordinating marriages and civil partnerships within the County.

The Registration Service is a small team that delivers a first-class service to the residents of Gwynedd. Work within the Service varies and the successful candidate will develop the ability to work independently as well as within a team.

The Registration Service

The Civil Registration Service in Wales and England has existed since 1837. Its main purpose is to create accurate and timely records of all births, deaths, marriages and civil partnerships. It is required by law for members of the public to provide information to the registration officers in order to enable them to make a record of these important events. Records are kept in registers which form the legal record. Copies of all these events are sent to the General Register Office to form the national central archive. These records allow us to produce certificates of births, deaths and marriages for legal and official purposes as well as for the purposes of researching family history. Civil registration data also provides information about health and the nation's population using statistics.

Joanne Parry

Siop Gwynedd, Galw Gwynedd and Registration Service Manager
The Trainee’s Role

The Registration trainee will learn about legislations that are relevant to the day to day work of our Registrars, such as the Births and Deaths Act 1953 and the Marriage Act 1949. The trainee will work from the office in Caernarfon, with a team of 6 and will be expected to complete a professional qualification in the Registration field and also in the People Management field.

The trainee will be an important part of our work that ensures that the voice of the customer is heard as we re-examine our work processes, in order to facilitate access to Council services for the citizen. We must ensure that changes are undertaken within the requirements of relevant acts and that we work in accordance with the General Register Office guidelines.

The trainee will learn how to conduct a wedding, carry out appointments to register births and deaths, and generate certificates for these appointments. He/she will lead on projects to transform work processes as well as monitor work standards to ensure compliance with the requirements of the General Register Office. Whilst transforming these processes the trainee will need to work closely with the Council’s Information Technology Service in order to develop computerized systems.

FACTS

In 2017/2018, Gwynedd Council’s Registration Service dealt with:

- Appointments/Records of Birth: 2640
- Appointments/Records of Death: 1923
- Wedding notices: 686
- Holding marriages: 451
- Produce copies of certificates: 3214
Requirements

The candidates must reach the basic requirements below to apply:

- Must have, or are expected to be awarded a 2:1 degree or higher
  The degree should be in a subject which is relevant to the field.
- Fluent in both Welsh and English
- Hold a GCSE Grade C or above in Mathematics, Welsh, English and Science
- Passionate and truly wish to work in local government
- Have shown a willingness to develop your understanding in the registration field e.g. in an educational situation (school, college, university), sports, social, community or work.

Scheme Timetable

Timetable overview for the Specialists of Tomorrow Scheme for 2019 to 2021

<table>
<thead>
<tr>
<th>WHEN?</th>
<th>WHAT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY—FEBRARY 2019</td>
<td>Advertise the Post. Confirm shortlist</td>
</tr>
<tr>
<td>FEBURYARY 2019</td>
<td>Assessment Centre, Appoint successful candidate.</td>
</tr>
<tr>
<td>APRIL 2019</td>
<td>Commencement in the role, Settling-in period.</td>
</tr>
</tbody>
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| MAY 2019          | Births and Deaths Registration  
                      Lead on the project to digitalize the Registration Service |
| MAY 2020          | Ceremonies                                                             |
| NOVEMBER 2020     | Carry out appointments, Complete the qualification                      |
| APRIL 2021        | Complete the Scheme                                                      |
Qualification

The successful applicant will study for a qualification offered by Local Registration Services Association (LRSA).

- It is an NVQ-style modular qualification with the emphasis on work based learning
- The applicant will have 2 years to complete the qualification from the registration date
- The qualification is accredited by City and Guilds

Further information can be found on the LRSA website —
https://www.lrsa.org.uk/LearningLink.cfm

Learning and Development

Additionally, the successful candidate will be able to take advantage of a range of titles and learning and development methods with the Council and its partners within specific fields over the three years that will include coaching, finance, project management, engagement and self-development to mention only a few.
Experiences

There will be an opportunity for the successful candidate to gain valuable experiences which go beyond the usual, to address the political, strategic, executive and front-line work.

These experiences will include:

- Working in locations across the department and sites across the County. The successful candidate must be flexible and willing to travel to various work locations during the Scheme
- An opportunity to participate in high-level projects
- An opportunity to meet senior officers
- Sitting-in in on political meetings, including the Full Council and the formal Cabinet
- Visiting a number of front-line services including the call centre, recycling centres, residential homes, leisure centres and libraries. The successful candidate may be required to work unsociable hours from time to time
- An opportunity to participate in networks across the Council
What afterwards?

The Council is pleased that the majority of the successful candidates have gained a permanent post in the Council at the end of the Scheme.

Because of the need for this specialist field within the Council, we are almost certain that there will be a job at the end of the Scheme for the successful candidate.

We will support this by:

- Making every effort to identify suitable posts for you
- Supporting you to produce a career map and to identify suitable support to achieve it
- Supporting you to establish networks and to meet appropriate people across the Council that could be useful to you in identifying opportunities
- Considering you as a possible resource as part of the Workforce Planning Scheme, which is the scheme to identify gaps in the workforce
Benefits

There will be various additional benefits available to you when working for Gwynedd Council, including:

- Working in a Welsh-speaking environment
- Being part of a competitive pension scheme
- Taking advantage of the cycle to work scheme
- Participating in the credit union
- Numerous discounts in local and national shops
- Taking advantage of the Child Care Scheme
- Support to live healthily

The Recruitment Process

Recruitment process overview:

<table>
<thead>
<tr>
<th>STAGE</th>
<th>WHAT?</th>
<th>HOW?</th>
<th>WHEN?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronic Application</td>
<td>Complete your application online. We will draft a short list of up to 4 candidates for STAGE 2 by the 21/02/2019 and will contact the shortlisted candidates only.</td>
<td>from 30/01/2019 until 13/02/2019</td>
</tr>
<tr>
<td>2</td>
<td>Assessment Centre</td>
<td>The Assessment Centre will be a combination of individual work, group activities and logical tasks, all based on the essential principles.</td>
<td>27/02/2019</td>
</tr>
<tr>
<td>3</td>
<td>Formal interview</td>
<td>A formal interview that will last around 45 minutes. There will be 4 officers on the panel.</td>
<td>28/02/2019</td>
</tr>
<tr>
<td>4</td>
<td>Appoint</td>
<td>We will make the appointment based on the information from the assessment centre, the formal interview and references.</td>
<td>01/03/2019</td>
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You must ensure that your available to attend STAGE 2 and STAGE 3 in Caernarfon on these dates.
The Principles

We are seeking individuals who have the appropriate attitude and behaviours, and can demonstrate their desire and motivation to work for local government. Therefore, this could be an excellent opportunity for you if you think that you have the potential to fulfil the requirements below:

1. Working with others
The ability to work effectively with others in displaying a clear understanding of the importance of equality, political sensitivity and emotional intelligence. This will include the ability to bring people from all levels, expertise and abilities together to achieve expectations on time and within limitations.

2. Communicate confidently
The ability to communicate confidently verbally and in writing in Welsh and English, and to persuade others if necessary. The ability also to use influencing skills and exhibit appropriate skills to select the most suitable communication methods for all audiences.

3. Planning and organising
The ability to manage time and prioritise work effectively to deliver objectives which are focused on specific aims and drivers of change.

4. Deliver valuable outcomes
The confidence and ability to be enterprising and innovative and to take responsibility for decisions to achieve outcomes. This will be demonstrated by challenging the norm to promote change at all levels.
The Principles

5. Analysis and problem solving
The ability to identify, analyse and interpret relevant information from various sources to solve complex problems and develop effective responses.

6. Motivation and flexibility
The ability to be proactive in identifying, reflecting and taking advantage of regular learning and development opportunities, to empower yourself and others and demonstrate the correct attitude to cope with regular change.

7. Commit to local government and the community
The ability to identify what is important to the residents of Gwynedd, and to develop an understanding of the role of local government to achieve this through democracy, engagement, commissioning, partnerships and interventions.

8. The potential to lead and be a field specialist
Display the confidence, attitude, behaviour, skills and intelligence to effectively lead and demonstrate the principles of transformational leadership. The ability to apply these principles will hopefully empower the individual to lead local government through a period of considerable change.

Investing in the best people today and tomorrow
For more information, take a look at some of the sites below:

It is an opportunity to:

- Learn more about our current trainees
- See pictures, videos and blogs of their journey up to now
- Gather more information about the programme
- Learn what to consider when making your application

Dilyna ni! Follow us!

www.cynlluniauyfory.com
Cynlluniau Yfory Cyngor Gwynedd
@cynlluniauyfory

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