Investing in the best people for today and tomorrow

Working with others
Communicate confidently
Planning and organising
Deliver valuable outcomes
Analysis and problem solving
Motivation and flexibility
Contribute to local government and the community
The potential to lead

MANAGERS OF TOMORROW SCHEME 2018
Management Trainee
e-Information Pack

www.gwynedd.llyw.cymru
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 managers of the highest calibre.

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

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

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FACTS

There are over 6000 staff working in the Council
The Council owns over 400 buildings across the county
The Council offers over 100 different services to the people of Gwynedd and beyond
Over 95% of successful applicants have had a permanent job at the end of the scheme
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.

Gwynedd Council provides a wide range of services across our County, including educating our children, caring for our people, cleaning our streets, caring for our welfare 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 contribute to services for the people of Gwynedd, the Managers 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 leadership and management skills. If you would like to develop a career as part of a workforce that can truly change the lives of people and communities, the Managers of Tomorrow Scheme is the answer for you.

I look forward to receive your application.

Geraint Owen
Head Of Corporate Support Service
Purpose

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

Success

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

- The Council will recruit the best possible candidate for the scheme
- The candidate will add value to the workforce and will meet the Council's leadership and management requirements
- The successful candidate will gain a management or leadership post at the end of the scheme
The scheme will have the following structure:

- The scheme’s duration is two years
- During the two years, the successful candidate will receive all possible support and resources to gain a higher-level professional qualification.
- The trainee will be given experience of working within various departments and will contribute to the managerial work under supervision in a range of Services across the county.
- There will be an opportunity to gain valuable experiences that 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 two years to ensure that the successful candidates get the best out of the scheme.

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

Salary

The pay scale will be £22,434 - £24,717 (Grade S2).

The exact salary point will be dependent upon progress.

There will be up to 2 posts available.
Requirements

The candidates must reach the basic requirements below to apply:

- You must have or are expected to be awarded a 2:1 degree or higher. Your degree can be in any field. You are qualified to apply whenever you graduated.
- Fluent in both Welsh and English
- You hold a GCSE Grade C or above in Mathematics, Welsh, English and Science
- You are passionate and truly wish to work in local government
- You have shown a willingness to lead others e.g. in an educational situation (school, college, university), sports, social, community or work.

Scheme Timetable

This is the expected timetable for the Scheme for 2018 to 2020

<table>
<thead>
<tr>
<th>WHEN?</th>
<th>BE?</th>
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<tbody>
<tr>
<td>APRIL 2018</td>
<td>Advertise the Post, Confirm the shortlist</td>
</tr>
<tr>
<td>MAY 2018</td>
<td>Assessment Centre, Appointment</td>
</tr>
<tr>
<td>JULY 2018</td>
<td>Commencement in the role, settling-in period</td>
</tr>
<tr>
<td>SEPTEMBER 2018</td>
<td>Placement 1 (6 months)</td>
</tr>
<tr>
<td>JANUARY 2019</td>
<td>Start the qualification</td>
</tr>
<tr>
<td>APRIL 2019</td>
<td>Placement 2 (6 months)</td>
</tr>
<tr>
<td>NOVEMBER 2019</td>
<td>Placement 3 (6 months)</td>
</tr>
<tr>
<td>MAY 2020</td>
<td>Complete the qualification</td>
</tr>
<tr>
<td>JUNE 2020</td>
<td>Complete the Scheme</td>
</tr>
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</table>
Qualification

The successful candidate will study for the **CMI Level 7 Diploma in Leadership and Management qualification**.

- This qualification is internationally recognised in the field of Leadership and Management
- The level of the qualification equates to a masters
- The qualification is delivered through a combination of face to face sessions, networking, webinars and regional events
- Regular travel will be required

More information can be found here.

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 two years that will include finance, procurement, 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 which are integral elements of the council’s functions.

These experiences will include:

- Working in locations across departments 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 the Chief Executive, the Council Leader and Heads of Departments

- To sit in on political meetings, including the Full Council and the formal Cabinet.

- To visit a number of front-line services including the call centre, recycling centres, residential homes, leisure centres, 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, and the majority are by now in a leadership or management post.

We will make all efforts to ensure that the successful candidate is given all possible opportunities to secure a post. The support to do this will include:

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>Miriam Fflur Hughes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEGREE</td>
<td>Law</td>
</tr>
<tr>
<td>PERIOD</td>
<td>2018—2020</td>
</tr>
<tr>
<td>QUALIFICATION</td>
<td>CIPS ‘Advance Diploma in Procurement and Supply’ leading to a full MCIPS member</td>
</tr>
<tr>
<td>CURRENT PLACEMENT</td>
<td>Corporate Procurement Service</td>
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What has been your best experience on the scheme so far?
I have enjoyed working on my first project at the Procurement Department where I have been collecting feedback on procurement arrangements within the Council. However, looking back on the first two months of the Scheme, all of the experiences that I have received to date have been invaluable, whether they are visiting front line services, attending training sessions, attending conferences, and attending various meetings, and I look forward to gaining more experiences during my time on the Scheme.

What is the biggest challenge?
It was a challenge at the start of the Scheme to try and find information about the structure of the Council and all the services that the Council offers. But during the scheme I have had the opportunity to visit many of the front line services such as the Call Center at Penrhynedraeth, a transportation service and residential homes. This was a great opportunity to improve my understanding of the services and also highlight the needs that should be considered when procuring for these services.

What advice would you give to new candidates?
If you are eager to develop yourself, like to have new experiences and challenges - go for it and apply! It’s a great opportunity to start a career in Gwynedd Council. As part of the scheme, I would encourage candidates to take advantage of all opportunities, support and resources available to develop your career during the two years as time flies!

Should you have to describe the plan in one word?
Excellent.
What has been your best experience on the Scheme so far?
I don't think that I could choose one experience - there are so many of them! That's what is great about the Plan, it offers so many different experiences, that you might not get in any other job. Visiting Glynllifon’s Day Center Felin Glanrafon, presenting at the Gwynedd and Anglesey Public Services Board meetings in front of Chief Executives of a number of public organizations, the First 1000 Days Conference in Cardiff discussing the need to work together to provide the best possible support for the 1000 First day of a child's life – I couldn't possibly choose one!

What is the biggest challenge?
The biggest challenge for me was starting the CMI - starting the first placement and the qualification at the same time was quite challenging especially as the CMI asked for a variety of different experiences to answer the questions but I did not have a bank of relevant experiences at this point. Even so the support and help from course coordinators and different people across the Council was great.

What advice would you give to new candidates?
To take every opportunity to expand your understanding and skills and to expand your network

Should you have to describe the plan in one word?
Valuable
Management Trainee

<table>
<thead>
<tr>
<th>NAME</th>
<th>Elliw Pritchard</th>
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<tbody>
<tr>
<td>DEGREE</td>
<td>Seicoleg</td>
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<tr>
<td>PERIOD</td>
<td>2017—2019</td>
</tr>
<tr>
<td>QUALIFICATION</td>
<td>CMI Diploma level 7 in Strategic Management, Management and Leadership</td>
</tr>
<tr>
<td>CURRENT PLACEMENT</td>
<td>Transforming the Youth Service Project</td>
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What has been your best experience on the scheme so far?
Visiting front-line organizations was a valuable experience at the beginning of the Scheme, as well as having the experience of attending both internal and external courses. I also enjoyed the experience of mapping processes and systems by emulating the Ffordd Gwynedd approach in identifying value and failures of systems used within services in the Adult, Health and Wellbeing department.

What is the biggest challenge?
Daily, I deal with situations beyond my boundaries where I am comfortable. In practice, I experience challenges in managing change effectively, and I am also developing academically to survive challenges while studying for the Level 7 CMI qualification. In fact, being challenged is one of the main things I enjoy about the Scheme!

What advice would you give to new candidates?
Go for it! Take advantage of every opportunity to gain valuable and unique experiences that arise from being part of the Scheme. It is a challenging and exciting time of change, and it requires enthusiasm, perseverance, and a healthy and positive attitude to create a difference. Don’t be afraid to venture, and most importantly, don’t be afraid to be yourself!

Should you have to describe the plan in one word?
Unique
Benefits

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

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

The Recruitment Process

Here’s an overview of the recruitment process.

<table>
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<th>WHAT?</th>
<th>HOW?</th>
<th>WHEN?</th>
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<tr>
<td>1</td>
<td>Online Application</td>
<td>Complete the online application. We will draw up a short list by <strong>25/04/18.</strong> and contact the candidates who are on the shortlist only. <strong>There will be a shortlist of up to 5 candidates for STAGE 2.</strong></td>
<td>From <strong>09/04/18</strong> until <strong>20/04/18</strong></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><strong>01/05/18</strong></td>
</tr>
<tr>
<td>3</td>
<td>Formal interview</td>
<td>A formal interview that will last around 45 minutes. There will be four officers on the panel. You will be asked to give a short presentation.</td>
<td><strong>02/05/18</strong></td>
</tr>
<tr>
<td>4</td>
<td>Appointment</td>
<td>We will make the appointment based on the information from the assessment centre, the formal interview and references.</td>
<td><strong>04/05/18</strong></td>
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You must ensure that you are available to come to Caernarfon on the dates noted in **STEP 2** and **STEP 3**.
The Requirements

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, specialities 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 ability and confidence 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 Requirements

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. Contribute 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
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.