

Join us at **Team Ceredigion**



Cyngor Sir  
**CEREDIGION**  
County Council

# Graduate Trainee Programme

Information Pack  
2025



**PERTHYN DYSGU LLWYDDO BYW**  
**BELONG LEARN SUCCEED LIVE**



# Foreword from Eifion Evans, Chief Executive

***Welcome, and thank you for your interest in joining us at Team Ceredigion.***

At Ceredigion County Council, we are proud of the work we do to support our communities, protect our environment, and shape a better future for everyone who lives and works here. Recently, an Independent Panel Performance Assessment, concluded that we are a top-performing Local Authority. Additionally, when compared with a range of National Local Authority Performance Indicators, Ceredigion ranks among the highest-performing councils in Wales - a testament to the dedication and commitment of our workforce.

There are over 3,600 of us at Team Ceredigion, and each and every one plays a vital role in delivering high-quality public services across the county. What makes us special is the genuinely supportive, inclusive, and empowering culture we have built together. We are a team - committed to helping each other succeed, and to creating an environment where everyone can perform at their best.

We are always looking for talented individuals and fresh ideas to help us continue to grow, improve, and innovate. The Graduate Trainee Programme is a key part of our commitment to developing the workforce of the future. It offers graduates an exciting opportunity to gain hands-on experience, learn from experienced professionals, and develop the skills they need to build successful, meaningful careers in public service.

If you are ready to make a difference, to learn, and to challenge yourself, I encourage you to apply. We look forward to welcoming you to Team Ceredigion—and seeing how you will help us shape the future of our county.

**Eifion Evans**  
**Chief Executive, Ceredigion County Council**



# Welcome to Team Ceredigion!



## Your Career Starts Here!

Are you ready to take the first step in building a meaningful and rewarding career? As a Graduate Trainee with Ceredigion County Council, you'll have the opportunity to Belong, Learn, Succeed, and Live — developing your skills, gaining valuable experience, and making a real difference to the people and communities we serve.

Ceredigion is a county like no other. From the vibrant town of Aberystwyth to the rolling countryside and stunning coastline, we are proud of our county —and even prouder of the team who help make it thrive. By joining Team Ceredigion, you'll become part of a passionate, dedicated workforce committed to delivering high-quality public services and driving positive change. We believe in investing in our people - offering professional development, flexible working, and a supportive, inclusive environment where everyone can succeed.

The Graduate Trainee Programme is designed to help you kick-start your career. Over 12 months, you will:

- **Work on real projects that make a difference to the people and communities of Ceredigion**
- **Be mentored by experienced professionals in your chosen service area**
- **Complete an accredited PRINCE2 Project Management qualification**
- **Build a strong foundation for future professional roles, with the possibility of a follow-on contract and further study support**

This is more than just a job - it's a chance to develop your potential, explore new opportunities, and play your part in shaping a better Ceredigion for all. We're excited to see what you can achieve with us. Let's build your future and a thriving Ceredigion together.





# Program Overview

## Program Description:

The Graduate Trainee programme at Team Ceredigion is a comprehensive initiative aimed at those who have graduated with the last 3 years and who are ready to take the first step in their careers.

This 12-month paid placement offers you the chance to earn while you learn, gaining hands-on experience across a range of key functions within the Council. Under the guidance of professional subject experts, you will play a key role in delivering high-quality services to our community.

## Available Placements:

You can apply to be placed in one of the following six Council service areas, where you will gain practical experience and develop your skills:

- **Building Control & Development Management**
- **Carbon Reduction, Energy & Asset Management**
- **Engineering**
- **Legal**
- **Public Protection (Environmental Health or Trading Standards)**
- **Youth Work**



## Each Graduate Trainee will:

- **Support Service Functions:** You'll play a key role in your host service area by providing essential administration, business, and project management support to our officers.
- **Project Management Training:** You'll complete the accredited Prince 2 Project Management training and use your new skills to manage specific tasks and projects within your service area.
- **Digital Solutions and Innovation:** You'll help promote and support digital solutions and innovative ways of working to enhance our services.
- **Problem Analysis and Solutions:** You'll tackle complex problems and come up with potential solutions to improve how we deliver our services.
- **Data Analysis and Reporting:** You'll analyse complex service data and create comprehensive reports for our managers.
- **Document Preparation:** You'll prepare draft documents and write reports on behalf of managers and subject experts.
- **Representation and Presentations:** You'll represent your service area at local, regional, and national meetings, and deliver presentations as needed.
- **Research and Information Gathering:** You'll conduct research, gather complex information, and present your findings to managers and subject experts.
- **Regulatory Compliance:** You'll ensure that we comply with regulatory guidance, statutory requirements, and internal and external governance structures, policies, and procedures.
- **Professional Development:** You'll take charge of your own professional development, stay aware of the Council's workforce priorities, and take on any additional work that fits the nature of your role.

# About the placements

## 1. Building Control & Development Management Service

### Function Duties Description:

As a Graduate Trainee specialising in Building Control & Development Management service, you will:

- Respond to general enquiries and undertake simple plan checking.
- Manage a caseload of simple building control cases.
- Provide pre-application advice and respond to general planning enquiries.
- Determine simple planning applications

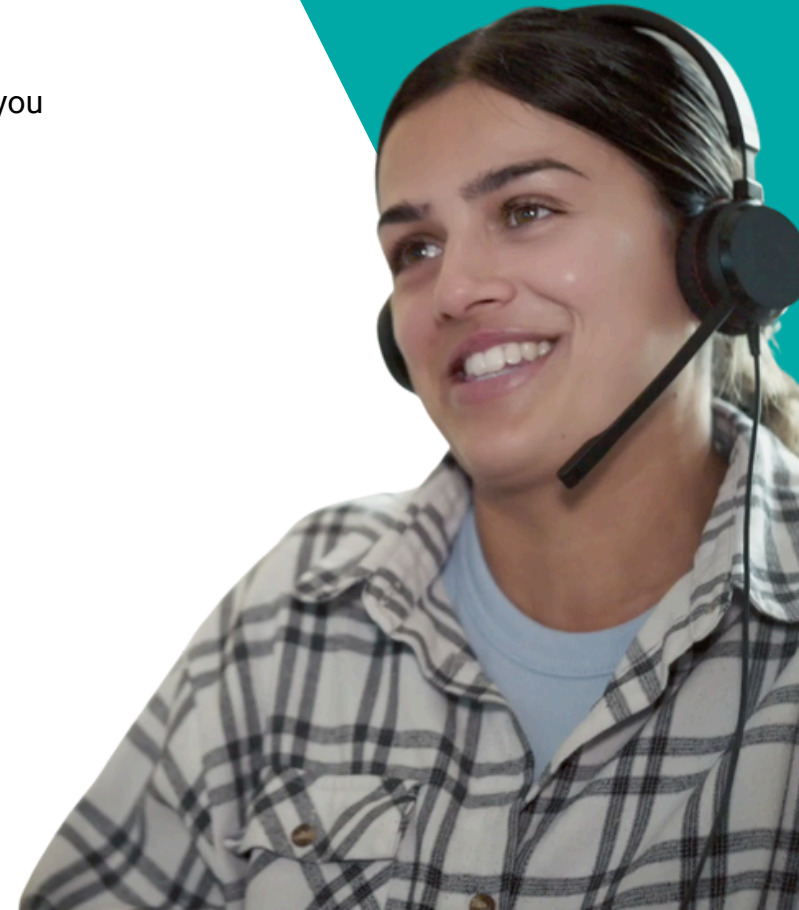
### Function Specific Qualification Requirement:

- You will need to have achieved a 2:1 in a geography, law, planning, or building-related degree within the last 3 years.

### Potential follow-up contact:

There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification such as the following:

- a degree in Building Control (remote learning);
- an NVQ up to level 5, depending on the candidate's experience,
- an MA in Spatial Planning at Cardiff University







## 2. Carbon Reduction, Energy & Asset Management

### Function Duties Description:

As a Graduate Trainee in Carbon Reduction, Energy & Asset Management, you will:

- Learn how the CIPFA Asset Manager software is used to store building data and keep it up to date.
- Learn how to use Energy Manager software for managing statutory services billing (gas, water, electricity, etc.).
- Carry out measured building surveys and keep plans up to date to ensure compliance.
- Assist in delivering the roadmap to net zero carbon.
- Assist with keeping asbestos and legionella registers current

### Function Specific Qualification Requirement:

- You will need to have achieved a 2:1 in a Building Surveying or an architectural-related discipline within the last 3 years.

### Potential Follow-up Contact:

There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification such as:

- Membership in the Royal Institute of Chartered Surveyors (RICS)
- Membership in the Institute of Facilities Managers (MBIFM)

### 3. Engineering

#### Function Duties Description:

As a Graduate Trainee in Engineering, you will:

- Assist in the effective maintenance and improvement of the Highway Asset under the direction of the Asset & Design Manager and Senior Engineers.
- Support the service in producing drawings, calculations, surveys, documentation, public notices, maps, and other technical and administrative duties related to the operation and maintenance of the public highway

#### Function Specific Qualification Requirement:

You will need to have achieved a 2:1 in a degree in Civil Engineering or a similar related subject in the last 3 years

#### Potential Follow-up Contact:

There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification such as:

- Membership in the Institution of Civil Engineers; or the
- Institute of Structural Engineers as a Chartered Civil/Structural Engineer







## 4. Public Protection (Environmental Health & Trading Standards)

### Function Duties Description:

As a Graduate Trainee in the Public Protection Team, you will:

- Work in Licensing, Trading Standards, Environmental Health, and the Animal Welfare teams.
- Spend 3 months in each area or have a more generic experience for the year with a varied and supervised caseload.
- Engage in tasks such as licensing dog breeding, responding to notifiable diseases, dealing with rogue tradesmen, inspecting food premises, and working with farmers, taxi drivers, and publicans

### Function Specific Qualification Requirement:

You will need to have achieved a 2:1 in a degree in any subject in the last 3 years.

### Potential Follow-up Contact:

There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification such as:

- A Trading Standards or Environmental Health related qualification

## 5.Youth Work

### Function Duties Description:

As a Graduate Trainee in Youth Work, you will:

- Support young people to explore and understand their ideas, values, and beliefs, building their confidence, self-esteem, and life skills for a successful transition to adulthood.
- Work collaboratively to develop and deliver various targeted early intervention and preventative activities with other teams and external organisations

### Function Specific Qualification Requirement:

You will need to have achieved a 2:1 in a relevant subject such as Youth & Community Work, Early Years, Education, Criminology, Social Work, Probation, or Youth Justice in the last 3 years.

**Potential Follow-up Contact:** There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification such as:

- Post Graduate Diploma/Masters in Youth and Community Work







## 6. Legal

### **Function Duties Description:**

As a Graduate Trainee in the Legal Team, you will:

- Assist in various aspects of legal work, including attending court with counsel, preparing draft notices, reports, and other legal documents, and conducting research.
- Liaise with client services and take instructions.
- Attend professional meetings

### **Function Specific Qualification Requirement:**

You will need to have achieved a 2:1 LLB (Hons) in the last 3 years

### **Potential Follow-up Contact:**

There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification such as:

- Solicitors Qualifying Exams (SQE)

## More information

**Virtual Information Session:** We invite you to attend our virtual information session on Monday, 9th June, from 11:30 am to 12:30 pm. This session will provide detailed information about the opportunities and the employment experience we offer at Team Ceredigion. [Click here to register](#).

**Contact Information:** For further information or any queries, please contact us team at [dysgu@ceredigion.gov.uk](mailto:dysgu@ceredigion.gov.uk).

## Application & Selection Process

**How to Apply:** To apply for the Graduate Trainee programme, please submit your application through our online application portal, which you can access via our [careers website](#). It is essential that you specify clearly within your Personal Statement which one of the 6 roles you are interested in, for example Graduate Trainee - Youth Work.

**Selection Process:** The selection process will commence from Monday, 30th June and interviews will be held in early July. Please note that we reserve the right to extend the application closing date.

## Key Dates

- Application Deadline: **22 June 2025**
- Virtual Information Session: **Monday 9 June 2025, 11:30–12:30**
- Selection Process Begins: **Monday 30 June 2025**
- Interviews: **Early July 2025**





# Three top tips for a great application...

1

## **Before you start, check out the person specification**

The person specification highlights the key things we're looking for. The essential criteria are those things which you must have in order to be appointed to do the job, so it's important that you are able to say 'yes, I've got those' before you invest time and effort in completing your form.

Desirable criteria are qualities we believe would be an advantage for you to have. But don't panic if you don't have them - often, these are areas we would look to develop within the role, so they may simply be ways we can train you up. Of course, if we get lots of applications for the role, we may use the desirable criteria to narrow things down a little.

2

## **Be yourself**

We're looking to find out whether your personality is aligned to our values, so be honest and be yourself - let your personality shine through in your application form.

3

## **Tell us all about it**

We often find that applicants will state that they have what it takes to do the job, but don't tell us why in enough detail. Our fortune-telling skills aren't the greatest, so please make sure you tell us why or how you meet the person specification. A good way to make sure you're telling us what we need to know is to have a look at the person specification and note down an example that proves you have the skills, knowledge or experience in each item on the list. Every time you tell us you have what it takes on your application form, give us one of your examples.



# In exchange for your skills and expertise

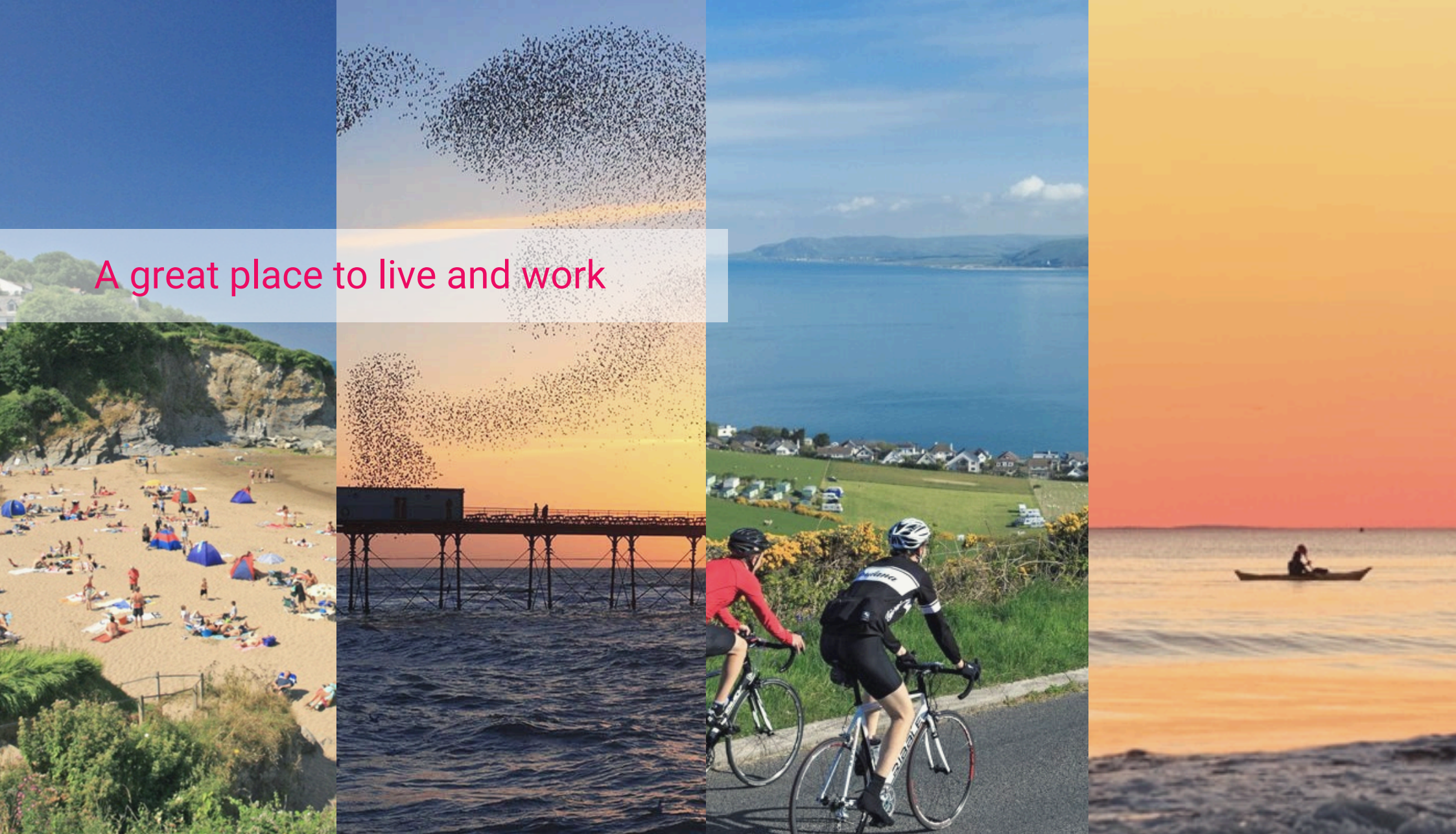
- **12-Month Paid Placement:** Enjoy a full year of paid work experience, gaining valuable skills and knowledge.
- **Recognised Project Management Qualification:** Complete the accredited Prince 2 Project Management training, enhancing your professional credentials.
- **Professional Support and Mentorship:** Receive guidance and mentorship from experienced professionals to support your career development.
- **Generous Annual Leave:** Benefit from 27 days of annual leave, plus 8 public holidays.
- **Range of other paid and unpaid leave options:** From carer leave to attending appointments we have a range of additional leave options available.
- **Hybrid Working:** Subject to a suitable workspace, broadband connection, and service needs, you may choose to work from home or in one of our offices.
- **Flexi-Time:** Flex your working hours between 7:30 am and 7:00 pm, with hours in credit taken as additional leave, subject to service needs.
- **Potential Follow-On Contract:** There is the potential for a follow-on contract, subject to outstanding performance and available funding, which may include further support to gain a specialist professional qualification
- **Vivup Benefits Scheme:** Access to Vivup, an employee benefits platform that offers a range of perks, including discounts on shopping, gym memberships, car leasing, health and wellbeing support, and financial advice and much more.



Watch a Video!



A great place to live and work





## Feedback from our employees...

93%

of our employees agreed or strongly agreed that their **team has good working relationships**

93%

of our employees agreed or strongly agreed that **the Council respects individual differences**

88%

of our employees agreed or strongly agreed that they are **well supported by their line manager**

91%

of our employees agreed or strongly agreed that they are **treated fairly by their manager**

87%

of our employees agreed or strongly agreed that their **manager supports their long-term career development**

88%

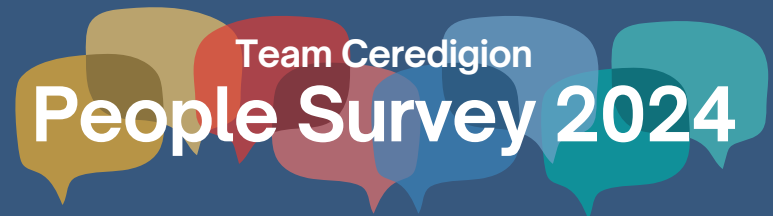
of our employees agreed or strongly agreed that the Council provides the **training they need to do my job well and develop their knowledge and skills**

93%

of our employees agreed or strongly agreed that they are able to **access training during working time**

85%

of our employees agreed or strongly agreed that they would **recommend the council as an employer**



# Some more feedback from our employees...

"Being fairly new to my post, I have never worked within a team where I have felt so valued. Colleagues are always on hand to offer support and advice. I wake up looking forward to going to work and what my day will bring. I am always offered up to date training."

"My Line Manager is the most supportive manager I've ever had. She sees me, and listens to me, and supports and encourages me (and my colleagues). She knows when to push me and when to tell me to step away or slow down. She's supported me professionally and personally. Her belief in me is absolutely astounding and I feel so valued by her."

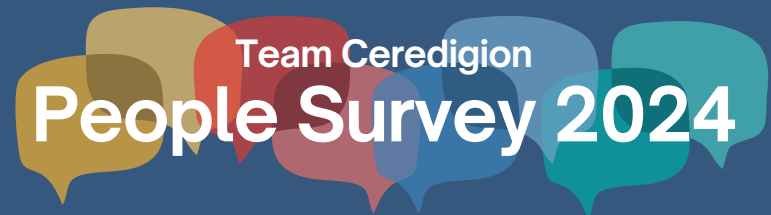
"What I love most about working here is the sense of purpose and teamwork - it's inspiring to collaborate with colleagues who share a common goal of making Ceredigion an even better place to live and work."

"My managers are incredibly supportive and approachable, fostering an environment where I feel confident that if any issue were to arise, I would receive the guidance and backing needed to address it effectively. Their encouragement and willingness to listen make a significant difference in ensuring I can carry out my work with assurance and focus."

"I love my job and the people I work with, I feel supported and believe we're an innovative and compassionate team (and organisation). Many of the challenges are amazing opportunities to grow and learn."

"Always good support from team members and managers, everyone is so approachable."

"I have a lot of respect for my manager. He explains things well, shares his vision and the bigger picture and provides feedback in a timely manner which is always appreciated. I have a lot to learn from him and feel he doesn't gatekeep information but brings us all together as a team."



# Join us at **Team Ceredigion**



[careers.ceredigion.gov.uk](https://careers.ceredigion.gov.uk)



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