

Manchester City Council

Graduate Management Trainee Programme

Application Closing Date: 10am on Thursday 27th February, 2014

Dear Applicant,

Thank you for your interest in the Manchester City Council Graduate Trainee Management Programme.

This recruitment pack gives details of the learning and development programme and the recruitment process (**Stage 1 of the recruitment is being held in Sheffield on 12 March 2014 as part of the Local Government Association, National Graduate Development Programme assessment process**).

I strongly advise you to read through the information before completing the on-line application form which can be found at the following e-Recruitment address:

www.manchester.gov.uk/currentjobs

Please note that the scheme is open to **graduates only** who have **achieved a minimum or predicted 2:1 entry level or merit at Masters Level in any discipline, and applicants must live within the Manchester City Council boundary or currently studying at a Manchester University**. If you have a degree from a college or university outside Manchester your permanent home address must be within the City Council boundary. It is important that you clarify this on your application form which will not be accepted if you do not include your full Manchester postcode.

Please give address and telephone number where you can be contacted at any time. Due to the high volume of applications that we are likely to receive, I regret that we are unable to acknowledge receipt of application forms or to inform unsuccessful candidates.

I hope you will find this pack sufficiently informative in deciding whether you are the right person for this challenging traineeship.

We look forward to hearing from you.

WORKING FOR MANCHESTER

Graduate Management Trainee Programme

Manchester City Council offers exciting and rewarding careers. Our wide range of services and the speed of change in public services mean that we need high calibre graduates who will thrive in a challenging environment. The Graduate Management Trainee Programme wants applications from graduates who can work effectively in complex and diverse situations, work in partnership with people at all levels from a variety of disciplines, aspires to become a future manager, is prepared to challenge the status quo to bring about change, is prepared to learn and share knowledge and experiences, has sustainability and shows dedication to our aim of making Manchester a great place to live, work and visit.

Our Graduate Management Trainee Programme provides a unique development opportunity for high calibre graduates wishing to pursue a career in the public service. Our scheme provides an experience; based around placements that will engage you in work that is core to the council's priorities.

We are looking for future managerial leaders, so we want graduates who are adaptable, resourceful and passionate about making a difference and have the right attitudes and beliefs for a rewarding career in the public service.

Purpose of the Graduate Management Scheme

- To attract top quality, enthusiastic graduates who have the skills needed to succeed in senior management at Manchester City Council.
- To offer a series of placements and projects, along with a learning and development programme with national and locally delivered elements that will provide a grounding in key aspects of the public service.
- To encourage graduates to make a long-term commitment to working for Manchester City Council.

The National Graduate Development Programme (NGDP)

Successful graduates will go onto the NGDP which is a 2 year high profile national management development programme for high calibre graduates. Key components are a national induction event starting you on your career journey, a series of placements and projects within the Council, a learning and development programme with national and locally delivered elements, and support from a dedicated placement co-ordinator, managers and a national network of NGDP trainees and alumni.

Over the two year programme you'll participate in a range of work placements and projects. These may be based within a strategic or corporate function, a 'front-line', customer-facing, service delivery area, and a 'support' service such as finance, information communications technology, Neighbourhood Delivery Teams.

The start date of the next NGDP cohort is in October 2014. This will be delivered jointly by a team from INLOGOV, University of Birmingham and from SOLACE Enterprises.

All of the residential modules (including the induction) will be held at Warwick Conferences, on the University of Warwick Campus.

Salary

We offer a salary of £23,188 – the salary is for the duration of your 2 years on the programme (subject to any pay awards given during that period).

Education / Qualification

The programme will be accredited with the Institute of Leadership & Management and will lead to a Diploma in Strategic Leadership (Level 7).

Development and learning

Over the two years of the programme you will be supported to take part in a range of training and development opportunities which will contribute to meeting the needs of the authority, the national programme and our local community.

The Local Government Association will organise a national programme of learning and development to complement your wider personal and professional development. This programme, combined with placements in the Council and support from a range of people, is designed to help you grow as a future manager in the public services.

The programme of learning and development will develop your skills, understanding and competencies so that you can be effective as change agents and realise your leadership potential.

There will be four residential modules over the duration of the programme each of which will offer a blend of learning techniques including; seminars, workshops, coaching and inquiry techniques, all based around the following themes:

- LG Context and Strategy
- Processes and systems
- Resource management
- Leadership in practice

Post-Training Commitment

If you successfully complete the two-year programme, you will be offered a permanent post. Should you reach this point, your initial contract will require that you accept any reasonable offer of a permanent post and remain in the Council's employment for a further two years.

Also following the successful completion of the 2 year ngdp you may have the potential to be assessed for our Fast Track Leadership Programme.

Recruitment Procedure

Entry Requirements

In order to apply for a place on our Graduate Management Programme you will have

- to be a Manchester Resident (council tax is paid to Manchester City Council) – please ensure that you include your post code or **currently** studying at a Manchester University.
- an achieved or predicted 2.1 entry level or merit at Masters Level in any discipline.
- to be eligible to work in the UK without a permit.

Please note that if you do not meet all of the above criteria your application will not be considered.

We have a proud history and strong commitment to equality and diversity in Manchester and would encourage applications irrespective of your personal characteristics. However, we are currently underrepresented in terms of black and minority ethnic, disabled and LGBT employees, therefore would encourage applications from these groups.

Please note that the assessment centre process will be a 3 stage process. Stage 1 and stage 2 will be delivered by the LGA as part of the ndgp assessment process. Stage 1 will be held in Sheffield, stage 2 will be held in London and or Warwick (see below for further details). Therefore, shortlisted candidates will be required to make their own arrangements to attend the assessment process. The final interview stage will be held in Manchester.

1 - Initial Application via On-line Process Only

To apply for a place on the Graduate Management Programme, you will be required to apply on-line at the following address (subject to meeting all the above requirements and the requirements outlined in the graduate role profile):

www.manchester.gov.uk/currentjobs

On the website you will find the role profile which details the Behavioural Competencies, Generic Skills and Technical Requirements. It is important that you give as much information as possible about yourself and provide enough evidence to demonstrate how you meet the requirements contained in the role profile (this applies whether or not you also attach a CV). We want to know about the relevant skills and experience you have gained through work and in your free time. We are interested in hearing about any voluntary work you may have done as well as paid work. For example, if you have helped to run a club, you could include this as evidence of your organisational skills.

The closing date for submitting applications is 10am on Thursday 27th February 2014. Please note that we will not accept applications that are handed in late.

2 – Sifting Process

Applications will go through a first stage sifting process at this point to ensure that your application meets the above entry requirements. Any applications that do not meet the above requirements will not be put forward for the short listing process. Please ensure that you include your full postcode.

3- Short Listing

Only applications that meet **ALL** the entry requirements above, along with the Behaviour Competencies, Generic Skills and Technical Requirements contained in the role profile will be invited to attend stage one of the assessment process. **The LGA will invite shortlisted candidates to attend stage one of the assessment centre process which is being held in Sheffield on 12th March 2014. A contribution towards travel expenses will be paid by the LGA who will provide further details if you are shortlisted.**

4 - Assessment Centre (stage one)

Passing stage one and two of the assessment centre is not a guarantee of a place on the programme. The final stage is an interview which will be held in Manchester. Stage one will consist of a written exercise and candidates who are successful at stage one will be invited by the LGA to attend stage 2 of the assessment process.

5 – Assessment Centre (stage two)

The LGA will invite those candidates who are successful at stage one to attend stage 2 of the assessment process. **Stage 2 is being held in London on 4th to 16th and 24th and 25th April or in Warwick on 7th to 11th April 2014.** Stage 2 is designed to help gather further evidence about your skills and your potential for a place on the graduate programme and future role in our organisation. The LGA will send you further information about the assessment centre process. Candidates who are successful at stage 2 (**Manchester residents or currently studying at a Manchester University**) will be invited by MCC to attend a final interview stage which will be held in Manchester.

6 - Final Interview

Candidates successful from stage 1 and stage 2 of the assessment centre (Manchester residents or currently studying at a Manchester University) will be invited to attend an interview with Senior Managers from Manchester City Council who will make the final selection. We really want you to sell yourself and your skills at your interview – even at this final stage, a number of candidates will be competing for a place on the programme and therefore, we are looking for the brightest and best talent.

We are looking for people that have the right values and attitudes and who can demonstrate their motivation for a career in the public sector. You'll be assessed against key skills and behaviours that are essential in your role and detailed in the role profile. The interviews will take place in the summer.

7 - Appointment

We will offer successful applicants a place on the Graduate Management Programme. Full details of the programme will be provided at this point. We expect the successful candidates to start work with in October 2014. The start date on the National Graduate Development Programme which is held in Warwick is in October 2014.

Manchester Residency Criteria

This job is only open to applicants who are permanently resident in the City of Manchester (or currently studying at a Manchester University). The residency requirement only applies to:

- Jobs graded at grade 1-3, which includes manual and entry level clerical jobs
- Traineeships and apprenticeships

Anyone can apply for all other City Council jobs. We explain below the reasons for the residency requirement and give advice to help you decide whether you are a Manchester resident.

Reason for the Residency Requirement

The City Council has this policy because the rate of unemployment amongst Manchester residents is so high - twice that in the rest of Greater Manchester, the North West region and the UK as a whole. In some parts of the city, unemployment is still as high as 24%. We also know that there are many people in the City with the skills needed for the above level jobs and when such vacancies are opened up more widely; often the pool of applicants can be so great that the panel has to make the shortlist manageable by reducing the pool to unemployed City residents anyway. If a particular job proves hard to fill, however, despite careful local marketing, then it may be re-advertised without the residency requirement.

The City Council takes its Community Leadership responsibilities very seriously and is working hard to help ensure the people it serves, particularly the most disadvantaged, are benefiting from employment opportunities in the City and this policy is one aspect of the action being taken.

What is meant by ‘permanently resident within the boundaries of the City of Manchester’?

A Manchester resident is someone who lives within the municipal boundaries of the City of Manchester. That is to say, someone whose Local Authority is Manchester City Council. Post codes can be very misleading. For example many ‘M’ for Manchester postcodes apply to areas outside the boundaries of the City of Manchester.

The easiest test (if you are not familiar with the geographical boundaries) is that if your household pays Council Tax to Manchester City Council, then you are a resident within the boundaries of the City of Manchester. If your household pays Council Tax to any other neighbouring districts, then you are not a resident within the municipal boundaries of the City of Manchester; this is even if you are a tenant of Manchester City Council but live on an ‘overspill’ estate.

Manchester City Council Values

Our values are: People. Pride. Place.

People

Every day we will go further to make a difference to the lives of Manchester people. We will treat colleagues, partners and customers with the respect they deserve and believe only our best is good enough.

Pride

We are proud of the role we play in making Manchester a success. We will accept the responsibility invested in us and rise to meet the challenges we need to overcome.

Place

We will celebrate all things Manchester and strive to make our streets, neighbourhoods and city even greater places to live, work and visit.

Further information about our vision for the future can be found at the following websites:

Community Strategy (The Manchester Way) <http://www.manchesterpartnership.org.uk/>

People Strategy:

www.google.co.uk/search?hl=en&q=manchester+city+councils+people+strategy&meta=

Additional Information:

Strategic Directorates and Functions - <http://intranet.mcc.local/Pages/SMT.aspx>

Executive Members:

http://www.manchester.gov.uk/site/scripts/documents_info.php?categoryID=200033&documentID=3195

Thank you for replying to our recent advertisement.

Returning Your Application Form

- The closing date for submitting on-line applications is **10am Thursday 27 February 2014**. Please note that we will not accept applications that are handed in late.
- You may find it useful to keep a copy of your submission as you may want to refer to it if you are invited for interview.