



**MANCHESTER
CITY COUNCIL**

**GRADUATE TRAINEE
PROGRAMME**

2015 - 2017

**Recruitment Pack for all
Graduate Vacancies**

Entry Requirements

In order to apply for a place on our Graduate Training 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 (this includes 2015 graduates).
- an achieved or predicted 2.1 degree or merit at Masters Level.
- to be eligible to work in the UK without a permit.

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.

The assessment will be a 3 stage process.

Stage 1: Short listing for submitted application and video CV

Stage 2 : Assessments - week commencing Monday 20 July 2015

Stage 3 : Final Interviews

1. Initial Application via On-line Process

To apply for a place on the Graduate Programme, you will be required to apply on-line at the following address (subject to meeting all the above requirements)

www.manchester.gov.uk/jobs

On the website you will find the role profile which details our Generic Behaviours, 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 your studies, 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.

You also need to include a Multimedia / Video CV explaining why this programme is for you and what you will bring to the City Council – this should be no longer than 5 minutes in duration.

Remember to check the closing date - will not accept applications that are submitted late.

2. Sifting Process

Applications will go through a first stage sifting process at this point to ensure that your application meets the 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 the entry requirements above, along with the Generic Behaviour, Generic Skills and Technical Requirements contained in the role profile will be put through the short-listing process.

4. Video CV

Will be used to further reduce shortlisted candidates, prior to the assessment centre.

5. Assessment Centre

The assessment process will consist of 2 stages. However, passing this stage of the assessment is not a guarantee of a place on the programme.

Part 1	Inductive Reasoning
Part 2	Individual and Group Exercises

6. Final Interview

Candidates successful from stage 1 and stage 2 of the assessment centre 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 high performing graduates.

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 Programme. Full details of the programme will be provided at this point. We expect the successful candidates to start work with us in early September 2015.

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 including 2015 completers). The residency requirement only applies to:

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

Some Background information – more information can be found at www.manchester.gov.uk

About Manchester City Council

Manchester City Council is the local government authority for Manchester, a city and metropolitan borough in Greater Manchester. It is composed of 96 councillors, three for each of the 32 electoral wards of Manchester. Currently the council is controlled by the Labour Party and is led by Sir Richard Leese. Further information can be found here: [Our Political Structure and Local Councillors](#).



Our Vision and Objectives

The Mancunian qualities of innovation, hard work and enterprise made Manchester the first modern city and placed it at the heart of the industrial world. But during the 20th century, the decline in industry led people to leave in search of work elsewhere.

Nevertheless, the originality and creative heart and soul of Manchester have inspired a successful reinvention over the past 20 years. World-class sports facilities, expanding service industries and thriving universities brought new money and new jobs to Manchester. This economic growth has been led by one of the highest rates of private sector growth over the past 15 years and the creation of over 50,000 jobs across the city. However, in spite of this renewed success and pride, Manchester is still tackling social problems left by 40-50 years of economic decline.

Serious new challenges are now affecting the city and its communities. The banking crisis, credit crunch and recession are still affecting our ability to continue to grow the economy and deliver vital services for Manchester people. The Council has also experienced a significant reduction in resources. Despite these challenges the same qualities of innovation, hard work and enterprise will see us persevere and succeed.

As a Council our objective is to support the delivery of Manchester's Community Strategy through the Manchester Partnership. The Community Strategy was refreshed during 2012/13, reaffirming our vision of Manchester as a world class city as competitive as the best international cities; <http://www.manchesterpartnership.org.uk/>

- that stands out as enterprising, creative and industrious
- with highly skilled and motivated people

- living in successful neighbourhoods whose prosperity is environmentally sustainable
- where all our residents can meet their full potential, are valued and secure

The refreshed strategy sets out how this **vision** will be achieved by focusing on three areas: **Growth, Reform and Place**.

Growth

More jobs in Manchester
Growth in key sectors
New homes
Skilled labour market
Improved connectivity and infrastructure

Reform

Fewer people out of work
Improved educational attainment
Health improvements
Fewer looked after children
Better early years' experience

Place

Clean and safe neighbourhoods
Good-quality green space
Vibrant local areas
Major attractors – sport, culture, and shopping

The Council is organised into three directorates as follows:

The Children and Families directorate has a leadership role in connecting people to the opportunities of growth and reducing dependency through driving the reform of public services.

The particular focus of the directorate is the integration of services to children and families with other public services in neighbourhoods. This is how we will drive the reform of public services in order to enable people to make changes to their lives and be more independent. This is also how we will manage our budget effectively.

The Growth and Neighbourhoods directorate has a vital role in driving new opportunities for commercial, residential and other related development across the city. It encourages new investment and development, and in doing so increases employment opportunities for local residents. The directorate is also responsible for many of the place-based services that determine whether Manchester is a city where people want to live.

The Corporate Core has an important leadership role through the Council's management team and specific responsibilities to drive the programme to support people to move from complex dependency to employment. The core has driven much of the progress in the Growth and Reform work through strategic financial support, evaluation and analysis, and focus on behaviour change.

Some Key priorities...

Leadership for reform – economic growth: reduce worklessness and dependency, promote private sector investment.

Targeted services – provide effective safeguarding and protect the most vulnerable; support effective integration of health and social care and integrated commissioning at neighbourhood level. Work to reduce dependency, manage demand effectively and support residents to be economically active.

Universal services – ensure provision of high standard of services for residents from education to libraries; ensure services provide support for those most in need.

Neighbourhoods – budgets should be neighbourhood-focused, supporting clean neighbourhoods where people want to live and work, and that have a good housing offer. Develop a community service focus.

Centres of excellence – to drive reform, provide effective support services, protect customer-facing services, and maintain the Council's leadership role within AGMA and the Combined Authority.

We'll do all this in collaboration with partners and in consultation with our residents.

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.

Delivering Diversity and Equality

For Manchester City Council, equality and diversity extends beyond just meeting statutory obligations. For over twenty-five years, Manchester has promoted and invested in equality through innovative work with minority communities. Manchester is one of the most diverse cities in the country and the City Council and its partners have a national reputation for its equality and diversity work with Black and Minority Ethnic (BME) groups, Lesbian, Gay and Bisexual (LGB) communities, women, older people and disabled people.

More recently it has made great strides in progressing Trans issues in the city, and addressing issues such as community resilience and social cohesion. Manchester's diversity is one of its greatest assets and strengths. We will continue to build on this through continuing to narrow the gap in quality of life between Manchester's communities, and between Manchester and the rest of the country.

Achieving this is central to the delivery of the city's vision as set out in the Community Strategy:

"..create a city with people that are highly skilled, motivated and wealth creating. The population will contribute to, and benefit from, Manchester's success, with everyone achieving their full potential and having a great sense of participation and wellbeing."

About Manchester

Manchester – what a place to live and work

Manchester is now one of the most vibrant and cosmopolitan cities in the UK, yet it retains its own unique character. Set in a region that offers great value for money, Manchester is a great place to live with its fine traditions of culture, music, sport and top-class events. Its vitality is expressed through its fascinating history, magnificent architecture and, most of all, the spirit of its people.

Manchester's housing scene is a very pleasant surprise if you're used to southern house prices and rents – or even UK averages.

Parts of Manchester have the highest proportion of under-35 households in the highest economic group outside London. These canny buyers and renters are here because even in our most prime locations house prices knock spots of southern equivalents - the Manchester averages are well under the UK averages – but rising!

City centre living is thriving here. Waterside apartments to converted warehouses, pavement culture to high-brow culture on your doorstep. Metrolink trams get you to classic leafy suburbs in minutes. Even the suburbs have a bohemian bent, if you want it.

Manchester's a great place to future-proof your children's education -- with four leading tertiary education institutions -- Manchester University, Manchester Metropolitan University, Salford University and the Royal Northern College of Music -- "Europe's largest campus." Manchester University gets more undergraduate applications than any other -- and it's not just their world-leading academic reputation. Super-affordable Manchester is a student magnet with digs fifty percent cheaper than London or Dublin.

We're one of the fastest improving Councils for secondary educational attainment – 51% of students achieved five or more GCSE grades A*-C including English and Maths in 2014 – with 86.5% of our primary schools and 100% of our special schools classed as good or outstanding – higher than the national average.

Manchester – what a place to play

When it's time for entertainment, the people of Manchester put on their glad rags and hit the town. Pop concerts, dramatic arts – the variety is mind-blowing. From real-ale pubs to cutting-edge clubbing, Manchester's nightlife is as varied as it is exciting.

Manchester has attracted international arts and culture ever since we held the famous Art Treasures of Great Britain exhibition back in 1857, with the biennial Manchester International Festival brings world premieres, unique concerts and one-off events to the city since 2005. Birthplace of the Industrial Revolution, the computer, the football league and Top of the Pops, Manchester has a heritage that is impressive to say the least. With its classical art, museums, galleries, and a spectacular range of architectural

styles – including Modern, Contemporary, Georgian, Roman and Gothic – Manchester has a skyline to behold.

However, the city isn't just for grown-ups; it's an urban playground for kids too. Manchester's got it covered for keeping kids entertained with family events throughout the year. Here in our great city there is always something for them to do.

If you fancy some time out from urban life, there's always somewhere you can escape to. There's nothing like a picnic in the park, and Manchester has some beautiful green places to take your family for a summer's outing. You've got the spectacular Greater Manchester countryside on your doorstep too.

Football might be our biggest export, but cycling, cricket and squash (to name a few!) are in Manchester's blood just as much as the beautiful game.

Manchester has a great reputation for food and drink. The increasing number of restaurants, delis and shops are sourcing their produce locally. These family-friendly restaurants deliver the little details that matter to make dining out in Manchester a fun experience for the whole family. Explore the world of flavours with Manchester's wide range of food shops, and experience the fine wines Manchester has to offer, or just enjoy a coffee.

Creativity and independence are the lifeblood of Manchester's shopping scene. With such a wide variety of wares, the locals love to flock to Manchester's markets and independent speciality shops to indulge in a spot of shopping with a difference. From fancy dress to fountain pens, you'll find a world of goods on sale. All you need to keep fit or just dress like your sporting heroes is here in our specialist shops, which cater for any outdoor or sport activity. Or, with great choice under one roof, Manchester's shopping centres and department stores are often a destination in themselves.

Manchester's bursting with something for everyone. If you want to be part of the action, you'll find it all here.

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