

Join us at **Team Ceredigion**



Cyngor Sir
CEREDIGION
County Council

Graduate Trainee Scheme

Information Pack

2026



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

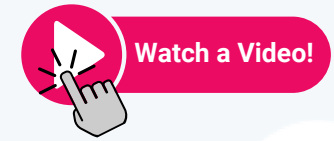


Graduate Trainee Testimonial

Curious about our graduate trainee scheme? Hear from Nia Humphreys, a Youth Justice Case Worker, who talks about her experience as part of our 2025 Graduate Trainee cohort.



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 Scheme 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.





Scheme Overview

Description:

The Graduate Trainee Scheme 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 scheme offers you a 12-month paid opportunity. The chance to earn while you learn and gain 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 opportunities:

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

- **Carbon Reduction, Energy & Asset Management**
- **Public Protection (Environmental Health)**
- **HR Systems Development & Reporting**

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 opportunities

Carbon Reduction, Energy & Asset Management

Function Duties Description:

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

- Carry out measured building surveys and keep plans up to date utilising AutoCAD to ensure compliance.
- Assist with keeping asbestos and legionella registers and other relevant property data current.
- Assist with input and management of the data held on Infoshare Asset Management system and Systemslink Energy Manager software.
- Support the team in the delivery of energy and carbon reduction projects.

Preferable Qualification:

A Degree at 2:1 or above (obtained within the last 3 years).

Potential Follow-up 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 such as:

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



Public Protection (Environmental Health)

Function Duties Description:

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

- Carry out inspections, investigations and surveys with guidance, following service policies, procedures and agreed inspection programmes
- Apply and explain relevant legislation during visits to premises across the County, using guidance such as case law, codes of practice and industry standards
- Support senior officers in taking appropriate enforcement action where needed, including gathering and organising evidence in line with the Police and Criminal Evidence Act for use in court or tribunals
- Respond to complaints and enquiries promptly and professionally, in line with agreed processes
- Keep accurate, clear and relevant records, ensuring all service systems are updated and maintained appropriately

Qualification:

A Degree at 2:1 or above (obtained within the last 3 years).

Potential Follow-up 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 such as an Environmental Health related qualification



HR Systems Development & Reporting

Function Duties Description:

As a HR Systems Development & Reporting Graduate Trainee, you will:

- Support the design, development, testing and maintenance of bespoke digital forms and workflows, working with users to understand requirements and improve digital processes.
- Assist in the development, enhancement and maintenance of Power BI reports and dashboards, helping to ensure accurate, timely and meaningful data insight.
- Work with colleagues across the People & Organisation service to support systems integration, data quality and the effective flow of information between digital tools and platforms.
- Contribute to digital, data and improvement projects, supporting documentation, testing, user guidance and continuous improvement activity.
- Develop technical, analytical and professional skills through supervised work, training and project involvement, supporting progression into a specialist digital, data or systems role.

Preferable Qualification:

A Degree at 2:1 or above (obtained within the last 3 years).

Potential Follow-up Contract:

There is the potential for a follow-on contract, subject to outstanding performance and available funding.

More information

Virtual Information Session: We invite you to attend our virtual information session on **Monday, 15th June, from 10:30 am to 11:30 am and Friday, 26 June 2026, 12:00 - 12:45**. These sessions 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.

Application & Selection Process

How to Apply: To apply for the Graduate Trainee Scheme, please submit your application through our online application portal, which you can access via our [careers website](#).

Selection Process: The selection process will commence from Monday, 6th July 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: **5 July 2026**
- Virtual Information Session: **Monday, 15 June 2026, 10:30–11:15 and Friday, 26 June 2026, 12:00 - 12:45**
- Selection Process Begins: **Monday, 6 July 2026**
- Interviews: **Week commencing 13 July 2026**
- Provisional Start Date: **Monday, 7 September 2026**



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 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.



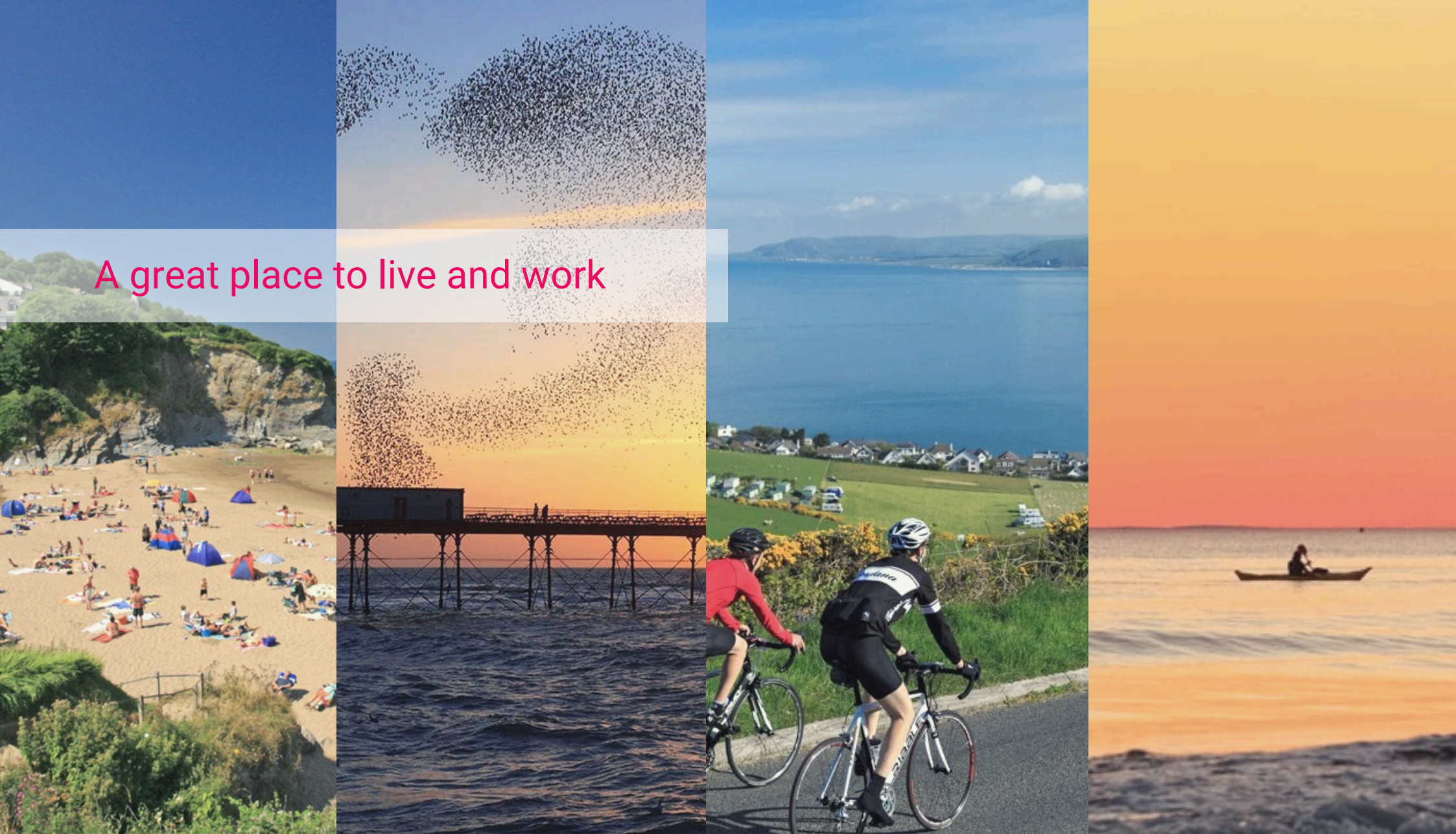
In exchange for your skills and expertise

- **12-Month Paid Opportunity:** Enjoy a full year of paid work, 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



What our employees say about working at Team Ceredigion...



95%

of our employees agreed or strongly agreed that **the Council is committed to creating a diverse and inclusive workplace**

91%

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

90%

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

87%

of our employees agreed or strongly agreed that they receive good support to **balance their work and personal commitments**

92%

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

88%

of our employees agreed or strongly agreed that they would **recommend the Council as a good place to work**

“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.”

“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.”

“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.”

Join us at **Team Ceredigion**



careers.ceredigion.gov.uk



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