



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL



Graduate Programme- Information Pack





Thank you for your interest in the City of Bradford Metropolitan District Council Graduate Programme.

This recruitment pack gives details of the graduate programme and the recruitment process.

Stage 1 - The selection process will be based on completing an application form, you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

Stage 2 - Those shortlisted will be invited to a panel interview which may include a presentation. Details including dates and times will be provided to candidates who successfully progress through Stage 1.

Please note: The scheme is open to graduates from any area who achieved or predicted to achieve a degree (any class).

Preference may be given to those living or studying within the district in line with our Council Plan 'Better skills, more good jobs and a growing economy'.

I hope you will find the following information helpful in deciding whether you are the right person for this challenging role. I look forward to hearing from you.

Yours sincerely

Graduate Recruiting Manager





Graduate Programme

Bradford is evolving and growing and therefore we want the right people to work with us to harness the potential and to overcome the inevitable challenges. This is a very exciting time for us all, and we aim to attract graduates who share our values and are ready to deliver outcomes for the city, the district, and the people of Bradford.

Our graduate programme provides a unique opportunity for high-calibre graduates wishing to be a part of a Team that helps design and implement solutions to the challenges we face. We place the people who use our services at the heart of and with the clear aim of making improvements on their behalf. Like others, we face ongoing financial pressures, being asked to achieve more for less while providing services to our citizens. In addition, as one of England and Wales's largest metropolitan authority, our sheer size and diversity presents a constant challenge and opportunity to service delivery, design, and innovation.

Our wide range of services and the pace of change in local government means that suitable graduates will thrive in a challenging and fast-paced environment. The Graduate Programme wants applications from those who can work effectively in complex and diverse situations, work in partnership, and with people at all levels from various disciplines. The right graduate will have values and beliefs aligned with our own, is prepared to challenge the status quo to bring about change, is ready to learn and share knowledge and experiences, and can demonstrate resilience and a personal dedication to our aims: [Council Plan](#) | [Bradford Council](#).





Purpose of the Graduate Programme

To attract and successfully recruit high-performing, enthusiastic graduates who have the skills and motivations needed to succeed in CMBC.

To offer a two-year fixed term role working on programmes and projects from start to finish, along with learning and development support that will provide a good grounding in key elements of change and programme management and key aspects of local government.

To encourage graduates to make a long-term commitment to working for CBMDC.

What are the benefits to undertaking a graduate job role -

- Learn about the wide ranging of work undertaken in Local Government.
- Will work on live strategic and corporate projects.
- Drive innovation across the organisation.
- Obtain a professional qualification (where relevant to the role).
- Will support a culture of continuous improvement where the change journey is seen as improving both effectiveness and efficiency.
- Work collaboratively and inclusively with services to ensure successful projects and programme delivery.
- Learn new skills and develop and share knowledge and experiences.
- Access to the Graduate Channel and Networking Sessions with other Graduates from across the Organisation.
- Access to a mentor.
- Access to a Graduate Learning and Development Programme with opportunities to enhance your personal skills in multiple areas such as Leadership Knowledge, Change Management, Public Sector knowledge and Professional Productivity.
- Attendance at the Bradford Council Senior Managers Network, this is a fantastic opportunity to network with Senior Managers from different departments of the Council and find out about new projects and change within the Council and District.





Salary

We offer a Band 8 (SCP 20-22) salary for the duration of your two years on the programme (subject to any pay awards given during that period).



Training and Development

Graduates will be encouraged to undertake a structured training program and to obtain a professional qualification if relevant to the job role. In addition, in-house training and mentoring will be provided during your time with the Team.

The following information is furnished to help Council staff and those people considering joining the city to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. In addition, post holders are expected to undertake other duties, and responsibilities relevant to the nature, level, and scope of the post, and the grade has been established on this basis.

As a candidate, you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for shortlisting purposes.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.





Success Stories



ANNE-MARIE WOOLHAM

Graduate – Now Programme Officer within the Transformation and Change PMO

“Working in the Change and Transformation PMO has helped me to develop a wide range of project management related skills, alongside a professional qualification. I have had the opportunity to work on a project from the start and will take it through to completion. This will allow me to experience the skills and knowledge needed to progress a project through every stage.

The breadth of the work that the team does crosses all service areas of the Council, and so there is the opportunity to understand different services that the Council carries out. In the team, I have been working on projects which cut cross-Council, rather than in individual Departments. This provides the opportunity to have exposure to senior managers and work in project management environment on issues that are most important to the organisation.”



AMANI ALI

Graduate – Now Programme Officer within Transformation and Change PMO

“The NGDP has afforded me with a range of opportunities and growth, across the Policy Team, the Preparation for Adulthood Team, and Transformation and Change PMO, where I have recently been appointed as a programme officer! I have collaborated with colleague graduates via staff networks where I was the Media and Communications officer for the NGDP Muslim Network. I also hold mentoring opportunities for colleague graduates which is an amazing opportunity.

Some of the key highlights in the Policy Team include leading on coordinating weekly briefing notes for the Leader and Chief Executive. I was entrusted with coordinating an A-level students’ work experience where I closely supported their learning needs. In Adult Social Care, I supported the Promote the Vote campaign, and I designed a UK-wide practice guide with the British Association of Social Work (BASW), raising awareness for voters with learning disabilities. I delivered a workshop at Southend council to support the launch of the guide on the BASW website.

My time in Transformation and Change has afforded me with a range of transformation opportunities across the council, and I am involved in projects across HR, emergency financial planning, and more recently, supporting the development of a new Council website.

I have gained experience and insights from the three services, as well as achieving a Level 7 Certificate in the Institute of Leadership and Management via a dissertation enquiry and self-directed research. I am excited to embark on future opportunities within the team and the wider Council.”





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