

Working for us: graduate development programme



This easy read document tells you about Nottinghamshire County Council's Graduate Development Programme.

We will tell you what the programme is, how you can apply, and the support you will receive during the programme.

What is the Graduate Development Programme?

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The graduate development programme is a two-year "**traineeship**".



A "**traineeship**" means that you will be learning as you do your job.



Our graduate development programme is for people who have recently finished university or who expect to finish this year.



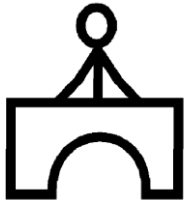
Our graduate trainees will develop skills and experience while taking part in the workplace.



They will do this while working in six-month placements across different council departments.

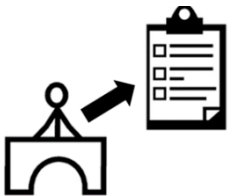


Since we started this program in 2018 we have recruited 48 trainees in 7 separate groups. These groups are also known as **“Cohorts”**.



All these trainees have gone on to become senior managers in local government.

Requirements



There are several requirements that need to be met before graduates can apply to join our scheme.



The 1st requirement is that applicants must meet **one** of these three conditions:



- currently studying at Nottingham Trent University **or** The University of Nottingham.



- a resident of Nottinghamshire **or** the city of Nottingham.

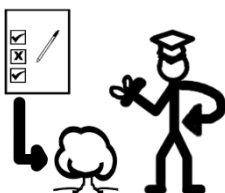


- currently working for Nottinghamshire County Council.

The 2nd requirement is that applicants must meet **one** of these two conditions:



- graduated university in the last 5 years **or**

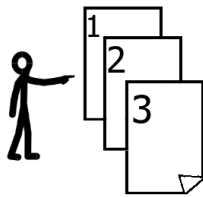


- expect to graduate the summer after you submit your application.



The 3rd requirement is that you **must** have earned at least a **2:1** grade on your degree.

Recruitment Process

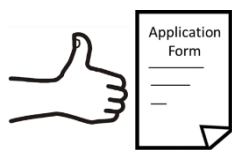


The recruitment process for the graduate development program is split into **3 stages**.

Stage 1: the application form



The application form is your chance to tell us about yourself and the skills you can bring to the role.



If you are successful at this stage you will be invited to take part in the next stage.

Stage 2: assessment centre



In our assessment centres, applicants will spend half a day taking part in various activities.



These activities will give you a chance to show off your skills and interact with other candidates.



They will help you to learn more about working for the council.



you will also hear from current and former graduate trainees at the council.

We will use the assessment centre sessions to decide who to invite to the next stage.

Stage 3: final interview



The last stage of the recruitment process is a final interview with senior council managers.



This is your final opportunity to show you have the skills and personality to become one of our graduate trainees.



The recruitment process takes place once every year. Applications usually close in April, with assessment centres and final interviews taking place in June.

New graduate trainees will usually begin work in September



The [specific dates for any particular year will be updated on our website.](#)

Placements



Graduate trainees will work with different teams over the course of their traineeship.

The roles will vary each year. For the current year, graduate trainee placements include:

- **Public Health**
focusing on outbreak investigation, finance and contact tracing





- **Environmental Strategy**

helping the council reduce its carbon footprint



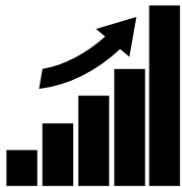
- **Children and Families**

using data to improve our strategy for communicating with people



- **Internal Audit**

Looking at our services to find problems and find ways to improve them



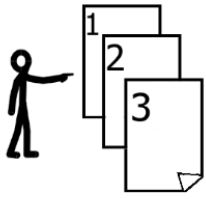
- **Growth, Infrastructure, and Development**

delivering projects that create positive change



- **County Day Initiative**

Helping to develop our annual celebration of Nottinghamshire.

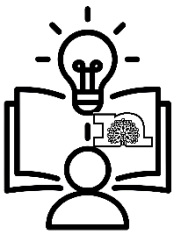


In their first year, trainees are usually allocated to available placements. In their second year they will be able to express a preference.

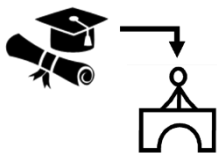


New placements typically begin each April and October.

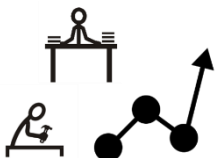
Learning and Development



Like all council staff, our graduate trainees have access to other development opportunities provided by us.



Graduate trainees are given additional support to gain skills and work towards a Level 5 Diploma in Leadership and Management.



These skills will help you to move quickly into a role that suits you at the end of the two-year programme.

Support



We provide lots of support to our graduate trainees, including:

- **Buddy**



You will be given a “buddy” – a second-year or former graduate trainee to support you.

The buddy can answer your questions and help you settle into your role with us.



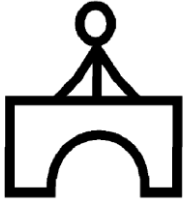
- **Peer support from other trainees**

Other trainees from your cohort or previous cohorts help each other.



- **A mentor**

A senior manager within the council will be your personal mentor. They will use their skills and experience to support you.



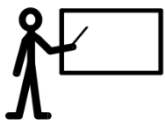
- **A placement manager**

The manager of the team responsible for your placement will keep an eye on all parts of your work and offer day-day help and support.



- **A scheme co-ordinator**

The Graduate Development Programme co-ordinator will oversee your development and make sure the placements you are offered are good opportunities for you to improve your skills.



- **A learning tutor**

The learning tutor will be responsible for helping you with your management qualification and apprenticeship.

Pay and benefits

Our graduate trainees are employees of the council and will be paid a salary for the work they do.



The annual starting salary is **£32,654**. This will be paid in 12 monthly instalments into your bank account.



We offer generous annual leave, in addition to bank holidays.

We also offer flexible working arrangements, including:



- changing the hours you work



- working different hours such as compressed hours.



- working from home.



Some local organisations give council staff discounts on goods and services.



You also have an opportunity to join our pension scheme if you want to.



We are committed to providing equal opportunities to everybody. All applicants will be treated fairly.



We consider treating people fairly to be important to us, and we welcome applications from many different people.



We have [signed the Race at Work Charter produced by Business in the Community.](#)

This is our public commitment to improving equality of opportunity in the workplace.



We have been awarded “Leader” status as a Disability Confident employer. [An easy read document explaining this is on GOV.UK.](#)



The council have staff network groups for people to join, including:



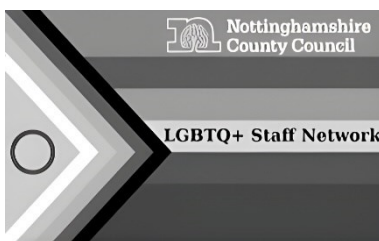
Black Workers Network (Black, Asian and ethnic minority colleagues)

This group connects Black, Asian and ethnic minority employees working across the Council.



Disabled Employees Support Network

This group is for employees who identify as having a disability.



Lesbian, Gay, Bisexual and Trans (LGBTQ+) Staff Network

This group is for employees who identify as lesbian, gay, bisexual or trans.



Neurodivergent Network

The Neurodivergent (ND) Network is for employees at Nottinghamshire County Council who identify as neurodivergent (with or without a diagnosis), or care for a neurodivergent person.



We have a [separate easy read document that tells you more about Employee Benefits](#).

Links in this document

Nottinghamshire County Council – Graduate recruitment process

nottinghamshire.gov.uk/jobs-and-working/working-for-us/learning-and-development/graduate-development-programme/recruitment-process

Business in the Community – Race at Work Charter

bitc.org.uk/race/the-race-at-work-charter

GOV.UK – Disability Confident Scheme easy read

gov.uk/government/publications/easy-read-disability-confident-employer-scheme

Nottingham County Council – employee benefits: easy read

nottinghamshire.gov.uk/global-content/easy-read-library/working-for-us-employee-benefits-easy-read

For plain English web page version of this information, go to:

[Graduate Development Programme | Nottinghamshire County Council](#)

nottinghamshire.gov.uk/jobs-and-working/working-for-us/learning-and-development/graduate-development-programme

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