

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03439

Responsible Service Area:
Corporate Transformation, Systems & Performance

Grade: 4

Job Title: Intern

PURPOSE OF JOB:

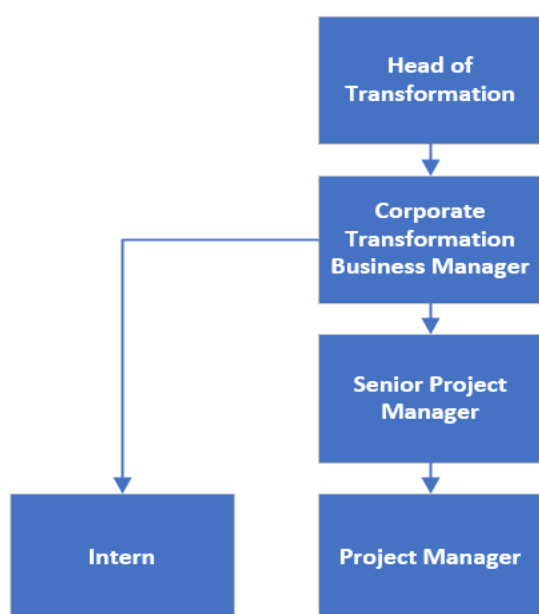
Working with a designated team and undertaking short deployments across the Council. the postholder will assist in providing services to the community of Lincolnshire.

The postholder will support the development and implementation of Council-led programmes and assist with the delivery of a range of projects and initiatives designed to benefit local people.

The role will extend over a range of projects, initiatives, and programmes that establish a co-ordinated set of actions that align with wider ambitions and form a key part of the Council's objectives.

The postholder will also support the service in conducting comprehensive research and benchmarking which feeds into service development insights.

TEAM STRUCTURE:



MAIN DUTIES:

1	Provide flexible support across a wide range of projects, initiatives, and programmes
2	Undertake research, benchmarking activities and identification of best practice, and propose a range of potential options/solutions across the authority and/or for a range of internal and external customers.
3	Research and develop process mapping flows for colleagues across the authority and conduct regular reviews to ensure efficiency and provide collated compliance data
4	Analyse data from multiple sources potentially including large data sets
5	Create reports that feed into service insights and helps the team make informed decisions
6	Provide administrative support towards the management of a specific Council portfolio
7	Be proactive in monitoring and highlighting project risks and issues of assigned projects to Project Manager
8	Develop and maintain relationships and provide clear and consistent advice and support in support of service delivery
9	Plan and manage own workload according to priorities, after receiving direction, to ensure agreed deadlines are met
10	Provide administrative support such as event co-ordination and post evaluation, diary management, monitoring of generic e-mail accounts, minute taking and any other project documentation specific to the internship
11	Take personal responsibility for completing allocated areas of work as part of individual and team objectives and identify any improvements to operational processes, making best use of LCC resources
12	Remain up to date and compliant with all relevant legislation, mandatory and agreed non-mandatory training, organisational procedures, policies, and professional codes of conduct to uphold consistent standards of best practice.

PERSON SPECIFICATION

Requirements	Where identified**	Essential	Desirable
Current undergraduate student requiring to undertake a placement year of up to 12 months duration, with predicted grade of 2:1 and higher	A	x	
Ability to problem solve through flexible thinking, and being open to new ideas and approaches	I	x	
Ability to undertake meaningful research	I	x	
Ability to accurately analyse and interpret verbal and numerical data	T	x	
Excellent attention to detail and the ability to be reliably accurate	A/I	x	

Excellent written and verbal communication skills	A/I		x
Ability to develop relationships and work collaboratively	A/I	x	
Demonstrable ability to learn	T/I	x	
Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately	A/I	x	
Excellent planning skills and the ability to work flexibly and to agreed timescales	A/I	x	
Proficient IT skills, including experience of using Microsoft Office	A/I	x	
Understanding of the public sector and or local government	A/I		x

**Currently undertaking a degree level course*

******A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Brief

This role is within the Council's Transformation Team and will work on a range of transformational and corporate priority projects. As an Intern within our team, you will work alongside our experienced senior project managers and project managers and contribute to various aspects of project planning, delivery, and monitoring. This internship is designed to provide you with practical experience in a fast-paced, political and collaborative environment.

In addition to the main duties described within the job description this role will be involved with:

- Supporting the development of idea's statements to gather headline information to enable an initial assessment of a potential project
- Where idea statements are approved, supporting the development of options appraisals and business cases for the project to proceed. This will involve a range of activities such as:
 - Defining what needs to be done to deliver the change to resolve the problem
 - Defining how the project links to the Council's Corporate Plan and supports the delivery of its aim and objectives
 - Engaging with key stakeholders who may influence and/or could be impacted by the proposed change
 - Defined what the benefits are of this project
 - Understanding and defining the risks of doing this project and those if the project does not go ahead
 - Understanding and documenting the impacts of this project on the workforce, community and environment
 - Undertake research where comparable councils may have already implemented a solution to understand what worked well and evaluate whether our proposed solution is appropriate
 - Prepare financial data of investment costs associated with the project and how long it will take to payable the investment.
- Supporting the production of and maintain project documentation, such as action, decision, risk and issue logs. Proactively monitor project actions and progress, including appropriate escalations, or where possible, proactive resolution of issues
- As part of our Business Performance Improvement Programme of work supporting research activities within various service areas that will:
 - Develop process mapping business flows to document the 'as is' of operational systems
 - Consider the business improvements that could be implemented within the 'as is' models to reduce waste, duplication in order to make the process efficient and effective
 - Develop 'to be' models for services to consider for implementation

Version Control

Date	Version	Amendment	Made by:	Signed off by: