**East Ayrshire Council**

**Graduate Internships**

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| **No.** | **Service** | **Section** | **Work Focus** | **No. of available posts** |
| **Outline focus of service and key tasks** |
| **1.** | Communities and Economy | Economic Growth | The development planning team is at an exciting stage of delivering the Council’s new Local Development Plan 2 and this is a great opportunity to get actively involved in the examination preparation and examination stage of delivering a development plan. East Ayrshire Council are responsible for delivering 3 capital projects totalling £64M funded through the Ayrshire Growth Deal which will include the construction of two innovation centres with one related to the energy sector and the other related to the Food & Drink Sector.  Two of the projects will also include the construction of industrial units within the region.As an intern you will have the opportunity to:* Get involved in the examination of LDP2
* Respond to matters raised through consultation
* Write guidance to assist in the delivery of the local development plan.
* Provide support to the Ayrshire Growth Deal team within a learning contract in terms of all ongoing project development matters related to input on detailed building design and property demand assessment with a view to ensuring delivery of project objectives.

In this role you will: * Assist in the preparation of supplementary guidance associated with Local Development Plan, including involvement in Local Place Plan work.
* Assist planning officers in preparing for examination of the Plan by Scottish Ministers
* Prepare policy responses to assist development management colleagues in assessing proposals for permissions
* Provide planning policy advice to a wide range of customers including the public, Elected Members, community organisations and other Council services.
* Work closely with AGD team members to provide input to building design
* Work closely with team members to research and evidence property demand requirements
* Assist with the production of business cases to secure funding for the projects
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| **2.** | Communities and Economy | Climate Change | The Council agreed its climate change strategy in June 2022 and committed £1m in this year’s budget to drive forward it ambition of net zero by 2030 through an action plan across our 4 main themes of the strategy; waste, energy, transport and natural environment.  We are looking to recruit an graduate intern to support the progress of a range of projects in these four areas, developing improved measuring and reporting of our actions, impacts and benefits as well as engaging with council services, businesses and partners to understand and share best practice.  | 2 |
| **3.** | Chief Executive’s Office | People and Culture | **Organisational Development** Organisational Development is responsible for developing and managing the Council’s approach to culture change, organisational and employee development in the workplace. This includes: * Supporting the delivery of the FACE Framework, Workforce Plan and People Strategy
* Delivering a range of organisational and learning and development activities for Elected Members, managers and employees
* Organisational Development and Transformational Change
* Leadership Development Programmes
* Bespoke Team Development
* FACE Time process
* Coaching and Mentoring
* E-learning
* Employee Welcome/Induction
* Elected Member Induction and Support
* Health and Safety Training
* Recording, reporting and evaluation of OD initiatives
* Support Council-wide initiatives such as Digital, Wellbeing, and new models adopted within the HSCP.

**Human Resources & Payroll**The Human Resources section provides a professional service enabling the Council to meet its legal obligations as an employer and progress towards the objective of being an employer of choice. We also provide a full payroll service for all council employees as well as a range of salary sacrifice schemes. Below are some of the functions currently being provided by the section: * Recruitment and Selection
* Discipline and Grievance
* Workforce Planning
* Job Evaluation and Job Sizing
* Attendance Management
* Payroll & Tax
* Employee benefits/Salary Sacrifice

We are looking for 2 Graduate Interns, 1 with a focus on supporting Organisational Development and 1 supporting Human Resources and Payroll in the development of a range of digital solutions to our systems and processes.Key Tasks –To support the OD team and OD partner (Digital lead) on the following:* Support on reviewing OD systems and processes such e-learning, LMS, Learning Academy, development of digital forms and other OD communication platforms and digital development
* Review and update OD intranet pages

To support the HR Manager with the following* Assist with streamlining and reviewing of current reporting and recording processes across HR/Payroll using excel and pivot tables in line with Council HR system
* Assist in analysing reports for Workforce Planning
* Process mapping to support the review of processes across HR
* Support the ongoing development of our Recruitment & Selection online platform Talentlink

Both these roles would provide a great opportunity for a graduate in Human Resources, or Business Administration to learn and get experience of the systems and processes within the People & Culture Service.Key skills/Attributes* Creativity, with a proactive approach and attention to detail.
* Some IT/digital knowledge
* Team player and ability to act on own initiative.

**Communications** **Graphic Design**Graphic Design is an essential component of the Council’s communications activities. We are responsible for protecting the corporate identity of the organisation and ensuring its consistent application across a range of information and promotional assets. We create a wide range of innovative design concepts to assist in the promotion of the Council, its services and functions and we presently lead the design for a number of high profile strategic initiatives including Ayrshire Growth Deal, East Ayrshire Infinity Loop and Clean Green East Ayrshire. We are looking to recruit a Graduate Intern with graphic design experience to contribute to the design and production of bespoke graphics solutions for online and offline media including signage, advertisements, publications, leaflets, posters and digital content for websites and social media channels.In this role you can expect to: * Liaise with clients to develop design briefs which accurately reflect their needs and expectations
* Manage projects from initial concept development through to final production.
* Utilise specialist software applications in particular Adobe Creative Suite (In Design, Illustrator, Photoshop, Acrobat Pro)
* Assist with the preparation of print specifications and tender documents on behalf of clients.

**Online Accessibility**The Communications Team is responsible for the roll-out of [The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018](https://gov.uk/accessibility-regulations), across the organisation, ensuring that all of our online content is fully compliant with these requirements. We liaise with colleagues in the web team and with Council services to review our web content and advise accordingly. We are looking to recruit a Graduate Intern with digital/ web development skills to help develop project plans to coordinate, monitor and evaluate the implementation of the accessibility regulations in relation to corporate online content.In this role you can expect to:* Utilise our CMS to review, edit and publish all content submitted by Council services for inclusion on the corporate website [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk).
* Contribute to the ongoing review of website content to ensure it is appropriate and compliant with our corporate standards, guidelines and best practice in respect of corporate style, branding, quality assurance and online Accessibility legislation requirements.
* Contribute to the ongoing and future development of the website, working with the Website Content Officer and the corporate Web Team on new web projects as required, to support the Accessibility legislation requirements.
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| **4.** | Communities and Economy | Housing and Communities  | Community-led regeneration is at the heart of transforming East Ayrshire’s towns and villages.  It is about people identifying issues and opportunities in their local area, deciding what to do about them and making positive changes in their communities.  The Community-Led Regeneration Services provides the strategic vision for how this can happen in East Ayrshire and it manages a range of related projects. Learning & Evaluation: leading a project across all community-led regeneration programmes to develop and embed a co-ordinated approach to learning and evaluation to inform the Service’s strategic development and support improvement of community-led regeneration outcomes.   The key tasks of this post include:* Engage with groups involved in community led regeneration projects
* Collect information from them and analyse information that will enable groups and the Council to learn about good community led regeneration
* Write up and present learning information to groups and EAC managers in a way that is easy to understand and imaginative, so that it helps others to learn
* Communicate via multiple methods, including digital i.e. social media about learning and evaluation activity

Research and Information: leading a project across all community-led regeneration programmes to develop and embed a co-ordinated approach to research and the management of information to inform evidence-based strategic development of the Service and to support improvement of community-led regeneration outcomes.  The key tasks of this post include:* Undertake research projects relating to community led regeneration; helping to understand the policies and data that surround it and scan the horizon for future opportunities and challenges, relevant to East Ayrshire
* Collect and analyse information relating to community led regeneration projects,
* Write up and present the findings of research projects to groups and EAC managers in a way that is easy to understand and imaginative, so that it helps them to act
* Help to co-ordinate the use of this information in the Service, using various systems e.g. Excel and information management/project planning databases
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| **5.** | Chief Executive’s Office | Corporate Support | **Chief Executive’s Office**This post is based within the Chief Executive’s Office. The successful candidate will:* Support the Chief Executive in responding to developments on the proposed creation of a National Care Service.
* Provide social policy, research and analysis support to the Council’s Chief Executive.
* Prepare briefing notes and reports on social policy subjects related to the Chief Executive’s national strategic lead portfolio (Health and Social Care), Council strategic priorities and related subjects.
* Participate in the Graduate Internship Programme to ensure that training and employment needs are met.
* Use Microsoft Office software (Word, Excel and PowerPoint).

**Data Management** This post is based within the Policy, Planning and Performance Team.The successful candidate will:* Assist with the timeous and accurate maintenance of data held on the Council’s Corporate Performance Management Systems for use in the recording and reporting of key performance indicators.
* Prepare briefing notes on data analysis and trends linked to our Local Outcomes Improvement Plan.
* Review and update key data that informs the Council’s ‘East Ayrshire by Numbers’ online portal.
* Participate in the Graduate Internship Programme to ensure that training and employment needs are met.

Use Microsoft Office software (Word, Excel, PowerPoint and Access) and other related data management platforms.**Equalities and Diversities** This post is based within the Policy, Planning and Performance Team.The successful candidate will:* Assist with the development, review and implementation of the Council’s statutory Gaelic Language Plan.
* Support the Council’s Equalities and Diversity Officer with implementation of our plans to provide free access to period products and other Equalities strategic priorities.
* Prepare briefing notes and reports on Equality and Diversity matters.
* Participate in the Graduate Internship Programme to ensure that training and employment needs are met.
* Use Microsoft Office software (Word, Excel, PowerPoint and Access).
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| **6.** | Health and Social Care Partnership | Locality Health and Care Services  | The focus of this post would be on the review and development of the Health and Social Care Partnership intranet to promote collaboration and communication within and across teams and services.  This would be with the aim of informing and creating content, awareness, training and ownership. This would involve liaison with managers on policy and guidance, service descriptors, and linking with information technology and communications colleagues.   | 1 |
| **7.** | Health and Social Care Partnership | MSK Primary Care | Within this role, the successful candidate will:* Participate in case discussion with MSK/GP colleagues
* Attend team meetings
* Shadow different members of the MDT team
* Participate in education sessions
* Self-directed learning – pathologies, management, competencies
* Involvement in data collection and audit
* Development skills in record keeping and involved in notes audit

The milestones they will achieve are:* Assess 50 patients with supervision from MSK APP
* Sign off by designated supervisor of key performance areas in competency documents
* Complete IRMER Learn Pro
* Evidence of involvement in QI project and reporting to MSK APP team

The candidate should have knowledge, experience and understanding of:* FCP role and primary care environment and associated national publications
* Effective management of patients
* Medicine management for MSK patients

Achieve competencies set out in MSK Band 6 competency documentDemonstrate leadership skills within role and involvement in QI projects. | 1 |
| **8.** | Health and Social Care Partnership | Primary and Urgent Care | This role is to support the Redesign of Urgent Care Delivery Team to undertake Programme improvement work across Urgent Care in Ayrshire and Arran.The milestones the candidate will achieve are:* Analytical and Programme support to Redesign of Urgent Care Workstreams provided
* Redesign of Urgent Care Delivery Team supported by benchmarking information and research of examples of good practice in urgent care pathways
* Evaluation work undertaken as part of the wider Delivery Team

The candidate should have knowledge, experience and understanding of:* Data and analytical experience with links to established tested approaches.
* Linked to strong national drivers.
* Opportunity to connect with wide range of stakeholders, locally and nationally.
* Sitting within HSCP as part of Primary and Urgent Care, but strong partnership working, particularly with NHS.
* Opportunity to undertake evaluation and research and write up and presentation of findings.
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| **9.** | Communities and Economy | Housing and Communities  | These internships will help you build your existing skills, gain invaluable experience and increase your chances of a job.You will work alongside our colleagues in: * Neighbourhood Housing Teams
* Policy & Development
* Housing Options

The key tasks in this role include:* Gather, analyse, record and use data to ensure the project is evidence based
* Support the Housing Area Team
* Provide dedicated project management support
* Participate in the Internship Programme to ensure that training and employment needs are met, attending relevant learning and development events and meetings as required
* Ensure that all work is completed to prescribed deadlines and provide regular progress reports to the project manager
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