

## **Job description**

### **Internship Programme**

### **Band: National Living Wage (NLW)**

We positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee. Therefore, whilst there will be opportunities to work from home or an alternative base, this role will require you to attend our offices in Bury St Edmunds or Mildenhall when required. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service.

### **Role purpose:**

This programme provides an opportunity to work on challenging, stretching and worthwhile projects and gain a real insight into working for a local Council. Interns are assigned a buddy from within their team and are fully supported throughout their placement with a tailored training and development plan.

### **Key responsibilities and activities:**

- To assist with the delivery of projects to deadlines.
- Effectively prioritising work that you are responsible for
- To assist with the planning, organisation and delivery of communications on projects and initiatives.
- To assist with the development of reports and briefing papers and present this information to a wide variety of stakeholders.
- To analyse and present complex data including identifying relevant future issues.
- To conduct analysis, research, investigations into specific issues in order to establish appropriate solutions.
- To represent the team in working groups and forums.
- To work as a team on a group project on behalf of the council.
- To contribute a wider and external perspective for the team on its areas of priority.
- To develop and support constructive relationships across the team, the council and relevant partners.
- Contributing to the work of wider teams, i.e. corporate project work.