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| Designation | Senior Service Review Officer |
| Date | 03/08/16 |

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STAFFING REPORT

REPORT TO: Head of Council Resources

BY: Depute Chief Executive (Partnerships and Community Services)

DATE:

SUBJECT: Staffing Report – Creation of one (12 month) Graduate Internship Post hosted within the Corporate Policy and Improvement Unit

1 PURPOSE

- 1.1 To seek Head of Council Resources approval under delegated powers for establishment changes detailed in the body of the report as a consequence of creating one (twelve month) Graduate Internship post to be hosted, on behalf of a group of services collaborating over the defined Internship project, within the Corporate Policy and Improvement unit.

2 RECOMMENDATIONS

- 2.1 To approve the establishment of one (twelve month) Graduate Internship within the Corporate Policy and Improvement unit.

3 BACKGROUND

- 3.1 A key strand of the East Lothian Community Planning Partnership's Economic Development Strategy focuses on enhanced opportunities for young people. Graduate Placements are recognised as good models to better equip unemployed recent graduates with the necessary skills and experience for them to compete more effectively in the current employment market. The Council established Graduate Internships opportunities in 2014, part funded through the Youth Employment Scotland Fund. The Council has continued to support the establishment of Graduate Internships through a Graduate Internships Fund.
- 3.2 In partnership, a number of Council Services, each with a common desire to develop community information and access guidance for their clients, have come together to develop a common task remit for one Graduate Intern to undertake during 2016/17 – this will be named the 'Get Connected Project'. The services involved in co-ordinating and

collaborating over the proposed Internship are Children's Wellbeing, Sports Development, Community Learning and Development, Support from the Start and Corporate Policy and Improvement.

- 3.3 East Lothian Council and its partners have a duty to ensure children and young people, and their families, with additional support needs can access a range of leisure and recreational activities. Children and young people can have additional support needs for a wide range of reasons, for example, they may have a disability, they may be looked after away from home or they may have English as an additional language. Some children and young people may be marginalised for reasons including their cultural background, religion or body image.
- 3.4 'Get Connected' is about creating an online resource that is a one stop information shop for promoting activities to children, young people and their families as well as staff and the wider community. Key tasks of the project include:
 - Create an online resource that is a one stop shop for promoting these activities to children, young people and their families.
 - Work with the most relevant services so they can connect children and young people to different activities
 - Coordinate training programmes to staff in these services and increase the possibility of inclusion
 - Identify and promote a point of contact within these services that would link with and support families to help the child or young person access the activity
 - Work with partner services to create a pool of volunteers that can support children and young people access mainstream activities
- 3.5 It is proposed to establish a one-year Graduate Internship post – Get Connect Information Officer to support the Get Connected project. A key role for the intern will be to work with five partner services in creating the 'Get Connected' pages, content and links within the Council's new website, and to partner agency websites/ intranets and to implement a maintenance process within each service to ensure the content is reviewed and updated on a regular basis after the Internship has ended.
- 3.6 A Job Outline has been prepared based on the generic 'Graduate Intern' job description (Grade 6). (Appendix 1)
- 3.7 The post will be based within the Corporate Policy & Improvement team working alongside the Web team and the existing Graduate Intern Assistant Communications and Engagement Officer and will report to the Service Manager – Corporate Policy & Improvement.

4 POLICY IMPLICATIONS

4.1 Employing a Graduate Intern will contribute towards achieving the aims of the:

- East Lothian Council Plan
- East Lothian Plan (SOA)
- East Lothian Economic Development Strategy and Economic Development Strategy Action plan – Develop more sustainable employment pathways in East Lothian
- Scotland’s Youth Employment Strategy.
- Children and Young people Services Plan (2016-2019)
- East Lothian Autism Strategy 2015.

5 INTEGRATED IMPACT ASSESSMENT

5.1 This report is not directly applicable to the wellbeing of equalities groups and an Integrated impact assessment is not required.

5.2 Basic Disclosure clearance will be required to comply with legislatin/PSN Code of Connection.

6 DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS SCHEME

6.1 A PVG on line assessment has been carried out and the post is not considered as regulated work with vulnerable children and/ or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

7.1 Financial – The salary for the Graduate Intern post has been evaluated as Grade 6. The salary and on costs for twelve months will be around £26,000. The Council’s Graduate Intern fund will contribute £10,000 towards the cost of the post in 2016/17. The services collaborating to support the Get Connected project and create this Internship (Corporate Policy & Improvement, Children’s Wellbeing, Sport Development, Support from the Start, Community Partnerships) will each contribute towards the remaining £16,000 cost for the post over the two financial years, 2016/17 and 2017/18.

7.2 Personnel – HR are supportive of these proposals. This report has been passed to the relevant Trades Union under the terms of the Protocol for

the Conduct of Service Reviews and they are supportive of the proposals outlined.

7.3 Other – None

8 BACKGROUND PAPERS

8.1 Appendix 1: Job Outline and Person Specification

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| AUTHOR'S NAME | Paolo Vestri |
| DESIGNATION | Service Manager – Corporate Policy and Improvement |
| CONTACT INFO | pvestri@eastlothian.gov.uk 01620 827320 |
| DATE | 11 June 2016 |

EAST LoTHIAN COUNCIL
Job Outline

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|------------------------------|---|
| Post Title: | Graduate Intern – ‘Get Connected’ Information Officer |
| Service: | Communities & Partnerships – Corporate Policy & Improvement |
| Location: | John Muir House, Haddington |
| Immediate Supervisor: | Service Manager – Corporate Policy & Improvement |

Purpose of the Job

To work with partner services to create the content for the ‘Get Connected’ pages of the Council’s new website.

To establish an agreed process within each service to maintain and update the content of Get Connected on a long term basis.

- Work with partner services that can connect children and young people with additional support needs to different activities.
- Identify and work with a point of contact within these services that would link with and support families to help the child or young person access the activity.
- Create an online resource called ‘Get Connected’ that is a one stop shop for promoting these activities to children, young people and their families.
- Work with partner services to agree on a process on how the content of ‘Get Connected’ can be sustained in the long term.
- Produce accurate work and meet targets in accordance with set timescales.
- Monitor and report on the progress of project(s).
- Be aware of and apply the Council’s customer service standards.
- Apply and adhere to all Council policies and procedures.
- Understand and apply the relevant processes and procedures for the post.
- Ensure adherence to relevant legislation and safe practices.

- Adhere to the principles and practice of equality as laid down in the Council's Equal Opportunities Policy.
- Carry out any other relevant duties consistent with the post as may be required by the Manager or Head of Service.

Responsibility for Employees

None

Relevant Qualifications**Essential:**

Educated to Degree level

Disclosure Scotland:

This role requires **Basic Disclosure clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

PERSON SPECIFICATION

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| Post Title: | Graduate Intern – Get Connected Information Officer |
| Service: | Communities & Partnerships – Corporate Policy & Improvement |
| Location: | John Muir House, Haddington |
| Immediate Supervisor: | Service Manager – Corporate Policy & Improvement |

| Attributes | Essential | Desirable |
|--|---|--|
| Education & Training | Educated to Degree level. Basic Disclosure check is an essential requirement of this post. | |
| Previous Experience (Paid & Voluntary Work) | | <p>Experience of working or volunteering in a communications, social media capacity or setting or in a community engagement or community development setting</p> <p>Experience of developing, researching, writing and editing web content in line with best practice and Plain English principles.</p> <p>Experience of using content management systems</p> <p>Experience of working in a customer focused environment</p> <p>Experience of contributing to the work of project teams</p> <p>Experience of working in creative ways to engage seldom heard groups and communities, including equalities groups</p> |
| Knowledge/ Skills /Competencies | Effective verbal and written communication skills. Skilled user of Microsoft Office Suite | An understanding of the functions of local government. |

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| | <p>such as Word, Excel, Outlook etc.</p> <p>Effective organisational and time management skills.</p> <p>Knowledge and understanding of social media and the internet</p> | <p>An understanding of additional support needs, equality and the UNCRC</p> |
| <p>Personal Qualities</p> | <p>Ability to work on own initiative and flexibly as part of a team.</p> <p>Ability to network and work flexibly with partner organisations.</p> <p>Ability to deal with conflicting priorities and demands.</p> <p>Ability to work under pressure and to deadlines.</p> <p>Attention to detail.</p> <p>Ability to plan ahead and prioritise own workload.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p> <p>Ability to demonstrate enthusiasm and commitment.</p> | |