

Members' Library Service Request Form

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Originator	Paolo Vestri, Service Manager - Corporate Policy And Improvement
Originator's Ref (if any)	
Document Title	Creation of a Graduate Internship post - Transformation Programme Research and Administrative Assistant within the Corporate Policy and Improvement Unit

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Additional information:

Authorised By	Jim Lamond
Designation	Head of Council Resources
Date	03/11/16

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SERVICE REVIEW REPORT

REPORT TO: Members' Library Service

BY: Head of Communities and Partnerships

DATE:

SUBJECT: Staffing Report – Creation of (one-year) Graduate Internship Post – Transformation Programme Research and Administrative Assistant 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 a (one-year) Graduate Internship post within the Corporate Policy and Improvement unit.

2 RECOMMENDATIONS

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

3 BACKGROUND

- 3.1 The Corporate Policy Unit is proposing to take advantage of the opportunity of funding through the Council's Graduate Internship's fund to employ a Graduate Intern as a Transformation Programme Research and Administrative Assistant.
- 3.2 East Lothian Council is in the process of changing the way we work to be leaner, more responsive, innovative and agile to support the communities of East Lothian. The major projects that will drive this positive change come under the umbrella of the Transformation Programme which is being led by the Transformation Programme team – the Transformation Programme Manager and five Project Managers.
- 3.3 The Transformation Programme team requires research support such as researching, reviewing and reporting on good or innovative practice from other local authorities, and also assistance with administrative tasks. The

Graduate Intern: Transformation Programme Research and Administrative Assistant would provide such support whilst providing the opportunity for a graduate to gain valuable experience and enhance their skills and knowledge in a working environment.

3.4 It is envisaged that the Graduate Intern would provide the following support for the Transformation Programme team:

- Assistance with research tasks such as reviewing and reporting on good or innovative practice from other local authorities, updating risk registers; supporting consultation and engagement activities with stakeholders
- Assistance with administrative tasks such as arranging meetings, including booking rooms; taking notes of meetings; filing and retrieval of documentation; maintaining contact lists.

3.5 A Job Outline and Person Specification has been prepared based on the generic 'Graduate Intern' job role (Grade 6) and includes distinct areas of work for the Research and Administrative Assistant.

4 POLICY IMPLICATIONS

4.1 The Graduate Intern will support the Transformation Programme Manager and Project Managers in undertaking and completing the major projects that form the Transformation Programme.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND – PSN REQUIREMENT AND PROTECTION OF VULNERABLE GROUPS SCHEME

A PVG on line assessment has been carried out and the post requires a Basic Disclosure check in order to comply with legislation/PSN Code of Connection.

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 £26,000. The Council's Graduate Intern fund will contribute £10,000 towards the cost of the post in 2016/17. The remaining £16,000 over two financial years, 2016/17 and 2017/18, will be met from the Transformation Programme Supplies & Services budgets and underspends in the

Corporate Policy and Improvement budget through Efficient Workforce Management.

7.2 Personnel – HR are supportive of these proposals. This report has been passed to UNISON 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

AUTHOR'S NAME	Paolo Vestri
DESIGNATION	Service Manager – Corporate Policy and Improvement
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DATE	4 th October 2016

EAST LoTHIAN COUNCIL
Job Outline

Post Title:	Graduate Intern: Transformation Programme Research and Administrative Assistant
Service:	Communities and Partnerships - Corporate Policy and Improvement
Location:	John Muir House, Haddington
Immediate Supervisor:	Service Manager - Corporate Policy & Improvement

Purpose of the Job

East Lothian Council is in the process of changing the way we work to be leaner, more responsive, innovative and agile to support the communities of East Lothian. As part of the Council's Transformation Team this post will contribute to, and participate in, new and ongoing project work to support the Council's Transformation Programme.

- Assist the Transformation Programme team with a range of research tasks e.g. reviewing and reporting on good or innovative practice.
- Assist the Transformation Programme team with a range of administrative tasks.
- Ensure information and advice to the Transformation Programme Team is communicated in a clear, concise and accurate manner through written and verbal communication.
- Liaise with internal and external stakeholders in carrying out administrative and research tasks for the Transformation Programme team.
- 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 other such duties consistent with the post as may be required by the Service Manager or Head of Service.

Responsibility for Employees

- None

Essential Requirements of the Role

Education:

- Educated to degree level or equivalent in a relevant discipline.

Disclosure Requirements:

- 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**.

SSSC Registration:

- None

PERSON SPECIFICATION

Post Title:	Graduate Intern: Transformation Programme Research and Administrative Assistant
Service:	Communities and Partnerships - Corporate Policy and Improvement
Location:	John Muir House, Haddington
Immediate Supervisor:	Service Manager - Corporate Policy & Improvement

Attributes	Essential	Desirable
Education & Training	<p>Educated to Degree level or equivalent in a relevant discipline.</p> <p>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.</p>	
Previous Experience (Paid & Voluntary Work)		<p>Experience of working or volunteering in a research or administrative role</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 producing reports, newsletters and other written pieces for a wide variety of audiences</p>
Knowledge/ Skills /Competencies	Knowledge and understanding of local government/ the public sector	

	<p>Effective verbal and written communication skills</p> <p>Skilled user of Microsoft Office Suite such as Word, Excel, Outlook etc.</p> <p>Effective organisational and time management skills</p>	
Personal Qualities	<p>Ability to work under pressure and to strict deadlines</p> <p>Effective inter-personal skills</p> <p>Self-confidence</p> <p>Attention to detail</p> <p>Enthusiastic, self motivated and customer focused</p> <p>Ability to work on own initiative and flexibly as part of a team.</p> <p>Ability to deal with conflicting priorities and demands.</p> <p>Ability to plan ahead and prioritise own workload.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p>	Ability to develop innovative solutions