

Job description and employee specification

Job title:	Internship – Planning (Regeneration Service)	Location:	Forest of Dean
Reports to:	Wendy Jackson / Nigel Gibbons	Working hours:	37 per week
Job number:	TBC	Salary range:	£333 per week
Start Date:	July 2019		
Internship Length	Up to 10 Weeks		
Purpose:	<p>The purpose of this Internship is to add significant value to the Forest of Dean’s ambitions for regeneration, focussing on gathering evidence to support project work, external funding bids and contribute to the strategic strategy and plan-making efforts</p> <p>Starting in July 2019, this internship will suit a proactive second or third- year student. You will be responsible for a number of high profile projects, including working on the Forest Economic Partnership project</p>		
Key responsibilities:	<ul style="list-style-type: none"> ● Town centre audit reports/ Lydney Harbour visitor survey – you will be responsible for the data collection, report writing and publishing of the results ● Industrial site survey – undertaking desktop data collection / liaising with property agents to prepare and publish a vacant land and property register ● Photographic library - providing a snapshot of the local land and property market and creating a new photographic record for communication purposes ● Digital Connectivity – supporting the Forest Economic Partnership: https://www.fdean.gov.uk/business/business-support/forest-economic-partnership-fep/ <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>General Accountabilities</p> <ul style="list-style-type: none"> ● Working to add value to, and be a valued member of the team, and to be valued by customers ● The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment ● Work in compliance with the Codes of Conduct, Regulations and policies of 		

	<p>Publica</p> <ul style="list-style-type: none"> ● Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information; 	
<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> ● A level NVQ3, or BTEC Relevant professional qualification (relevant experience can be considered as an alternative) ● Studying towards a degree in; Geography, Planning, Landscape or equivalent <p>Experience</p> <ul style="list-style-type: none"> ● Experience in office environment / similar or related role ● Experience of project management/ data collection ● Experience of working within a team to achieve a defined set of outcomes <p>Skills</p> <ul style="list-style-type: none"> ● Good level of IT skills - MS Office ● Communicates effectively at all levels (excellent verbal and written skills) ● Achieves results through others ● Is customer focussed, responsive, and co-operative with customers ● Is proactive/self-motivated ● Prioritises and meets tight deadlines ● Is flexible ● Works together with employees, colleagues and customers to resolve problems and implement change initiatives 	
<p>Special conditions:</p>	<ul style="list-style-type: none"> ● There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business. ● Expected to work reasonable additional hours in line with the needs of the service ● You will need use of a car for work purposes 	
<p>Date of Issue:</p>	<p>May 2019</p>	
<p>Date reviewed:</p>		
<p>Reviewed by</p>	<p>Wendy Jackson</p>	<p>Regeneration Manager</p>