

Job description and employee specification

Job title:	Internship – Strategy and Commissioning	Location:	Cirencester
Reports to:	Scott Williams	Working hours:	37 per week
Job number:	TBC	Salary range:	£333 per week
Start Date:	July/August 2019		
Internship Length	Up to 10 Weeks		
Purpose:	<p>The purpose of this Internship is to support the Business Manager for Commissioning Strategy in identifying improvements and efficiencies within Publica's services and producing business cases presenting the evidence and suggested changes.</p> <p>Starting in July/August 2019, this internship will suit a proactive third year student or recent graduate who has a good eye for detail, is comfortable engaging with managers and capable of producing clear and concise business cases outlining improvements.</p>		
Key responsibilities:	<ul style="list-style-type: none"> • Responsible for gathering expenditure data across services; talking to colleagues to understand efficiencies within their service area – this will involve looking at financial data; contract provision and holding meetings • You will be supported in analysing the data you have collected, identifying improvements and producing a cost benefit analysis • You will be working with the business manager to present your business case to the senior management team, with the aim of seeking approval for change • You will be responsible for documenting the process you have completed and expected to present feedback on your Internship to the senior management team <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 Publica • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information; 		

Essential requirements, qualifications, skills and abilities:	<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 /completed in; Business Management, Strategic Commissioning, Business Analytics <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 proactive/self-motivated • Prioritises and meets tight deadlines • Is flexible • Works together with employees, colleagues and customers to resolve problems and implement change initiatives 	
Desirable requirements qualifications, skills and abilities:		
Special conditions:	<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/you may need use of a car for work purposes. 	
Date of Issue:	May 2019	
Date reviewed:		
Reviewed by	Scott Williams	Strategy Commissioning Business Manager