

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Licensing (COVID-19) Intern	Location:	Cirencester based
Job group:	Internship	Peer group no:	PG-NA
Reports to:	Michelle Bignell	Working hours:	37
Business World Post number:	NA	Line management responsibility:	No
Hourly Salary:	£9.50	Contract type:	Internship - 10 Week
		Further detail:	14 June – 20 August
Main purpose of this specific role:	<p>This internship will assist the local community by supporting the licensing team as they implement the new COVID-19 legislated procedures. In turn this will help ensure the safety of our local community and its residents</p> <p>This will consist of undertaking widespread licensing checks from business across all three councils. As well as identifying businesses who will need to obtain a relevant license, then process consultations and collate applications for determination. In doing so working with the COVID response team and support the safety of our constituents.</p> <p>By the end of this internship you will have successfully led on the Pavement Licensing Regime, helping ensure safer measures are in place across three council areas. As well as having delivered a critical piece of legislation prescribed by Central Government to assist businesses during the pandemic.</p>		
Essential qualifications/skills/ experience specific to this role:	<ul style="list-style-type: none"> - To be working towards or received in the last 18 months a degree in relevant field - Strong prioritisation skills, enabling you to juggle workload and manage tight deadlines - Strong IT skills 		

Generic Job Profile:	
Main Purpose:	<p>The purpose of the role is:</p> <ul style="list-style-type: none"> To successfully deliver on the outlined Internship project as stated in the above description To work with and support the team, supporting their day to day work under the direction of the relevant manager
Key Responsibilities:	<ol style="list-style-type: none"> Working under the general direction and guidance from the relevant Internship manager to undertake allocated tasks and duties as instructed Carry out the necessary actions as guided by the Internship Manager leading to successful delivery of the Internship Project Ensure all relevant information is captured and recorded accurately Assist the team with their day to day tasks where appropriate Identify issues and escalate issues which may potentially impact service delivery Undertake any other duties as reasonably required to do so
General Accountabilities:	<ul style="list-style-type: none"> The post holder is responsible for maintaining a safe working environment and ensuring as far 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 To support the response to a major incident, including taking up a designated role within the emergency management framework
Essential Requirements, Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> Qualifications equivalent to NVQ level 1 or GCSE in Maths and English Ability to establish and maintain good working relationships Natural and engaging style of communication Ability to apply good judgment and query issues where appropriate
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> The ability to learn new skills and tasks Competent in using a range of technology and software packages, including Microsoft and Google Good written and verbal communication skills
Special Conditions:	<ul style="list-style-type: none"> You will need access to a car to enable you to travel from site to site

Function / Service Area

Date reviewed:	Click here to enter a date.
Reviewed by:	Click here to enter text.
Manager job title:	Click here to enter text.