

## 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.

<b>Job title:</b>	Economic Recovery Intern	<b>Location:</b>	Cirencester based
<b>Job group:</b>	Internship	<b>Peer group no:</b>	PG-NA
<b>Reports to:</b>	Paul James	<b>Working hours:</b>	37
<b>Business World Post number:</b>	NA	<b>Line management responsibility:</b>	No
<b>Hourly Salary:</b>	£9.50	<b>Contract type:</b>	Internship - 10 Week
		Further detail:	14 June – 20 August
<b>Main purpose of this specific role:</b>	<p>This internship will play a vital role assisting with the safe and successful reopening of the town centres within the Cotswold District. You will build up the bank of information we have about each town centre, enabling us to have a clearer picture on their make-up and vitality which in turn will allow us to assist in their future evolution.</p> <p>This will consist of supporting our projects and setting up a new database and ensuring accurate documentation is prepared in support of projects operated under the Reopening High Streets Safely Fund and Welcome Back Fund. You will liaise with our Economic Development Lead as well as other teams within the Council and external stakeholders. You will help to put in place ongoing communications with key partners such as Town Councils, as well as analysing key data to identify trends and determine policies going forward.</p> <p>By the end of this internship you will have successfully played a key role in Cotswold District Council's projects supporting the safe reopening of town centres and in providing us with a clear picture of each town centre's health laying the groundwork for their future evolution.</p>		
<b>Essential qualifications/skills/</b>	<ul style="list-style-type: none"> <li>- To be working towards or received in the last 18 months a degree in relevant field – such as Business or Marketing</li> </ul>		

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

<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>You will need to be able to travel to locations within the Cotswold District including potential site visits as well as the Council offices in Cirencester.</li></ul>
<b>Date reviewed:</b>	<a href="#">Click here to enter a date.</a>
<b>Reviewed by:</b>	<a href="#">Click here to enter text.</a>
<b>Manager job title:</b>	<a href="#">Click here to enter text.</a>