

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Intern/Student Placement
Reports to:	Head of Planning
Department:	Economy, Environment & Culture
Section:	City Development & Regeneration
Date written:	May 2018

Principal Accountabilities

To assist with, support and help co-ordinate tasks across a range of planning projects and service functions.

To assist with ensuring that appropriate systems and procedures are in place to support delivery of projects / service functions.

With support, to undertake research and evidence gathering.

With support, to contribute to the production of correspondence and reports including research and analysis as appropriate.

To assist with the development and production of effective communications products and plans.

To liaise with staff and partners as required.

To carry out administrative and/or support activities.

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Intern/Student Placement
Reports to:	Head of Planning
Department:	Economy, Environment & Culture
Section:	City Development & Regeneration
Date written:	May 2018

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• GCSE Maths and English or equivalent.• Degree or studying towards a degree.• Working knowledge of Microsoft Office.
Experience	<ul style="list-style-type: none">• Experience of carrying out research and analysis of data.• Experience of report writing or equivalent discipline (essays).
Skills and Abilities	<ul style="list-style-type: none">• Ability to communicate effectively with clients and colleagues.• Polite and clear telephone manner.• Research and report writing skills.• Ability to analyse and communicate complex data and information.• Ability to plan and prioritise work.• Good organisational skills.• Good written and verbal communication skills.• Good interpersonal skills.• Ability to work in a team.• Ability to work on own initiative.• Flexibility in approach to work.• Integrity and reliability.
Equalities	<ul style="list-style-type: none">• To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.
Other Requirements	