# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Governance and Democracy Graduate Intern

# DEPARTMENT: Governance Services

# LOCATION:

# GRADE: [East Sussex Single Status Grade 6](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO:

# Purpose of the Role:

Working in the Member Services Team to provide support and information to colleagues in an environment which includes frequent contact with elected councillors, council staff and members of the public. To ensure that colleagues are assisted to deliver services to councillors, service departments and the public and contribute to meeting team priorities, ensuring confidentiality and high standards of performance are maintained.

This role offers the postholder the opportunity to develop skills in governance and democracy and to work with different services in order to apply these skills.

Our ambition is that this internship acts as the ideal platform from which the post holder can launch a future career in the public sector. This is an ideal opportunity to learn how each different Council department works, observe democracy in action and how political headlines translate into policies which impact upon the lives of local residents.

# Key tasks:

1. Be an active member of the Member Services Team, contributing to the achievement of its responsibilities and objectives as specified in the Council Plan and the Governance Services Portfolio Plan.
2. Undertake administrative duties in accordance with statutory and departmental requirements including providing telephone cover and message service, processing incoming and outgoing mail and responding to routine enquiries.
3. Assist with making logistical arrangements for formal and informal council meetings including arranging dates, venues, equipment, catering and all other practical arrangements required to ensure smooth and efficient running of meetings.
4. Support with the set up of electronic and other equipment for meetings and presentations and ensuring all necessary arrangements are in place for various meetings to be webcast and recorded.
5. To assist with the administration of school admission appeals and exclusion review hearings.
6. Liaise with departmental staff, councillors, members of the public and other agencies as appropriate, sharing and requesting information as directed and ensuring Council procedures are properly followed.
7. Apply consistently the principles of equal opportunities as embodied in the County Council’s policies and practices throughout the duties that are outlined above.
8. Undertake available training opportunities and show a commitment to continuous development to maximise your potential and ensure the efficient delivery of County Council services.
9. Undertake any other tasks commensurate with the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent interpersonal skills and ability to communicate effectively with clients and colleagues. * Polite and clear telephone manner. * Research and report writing skills. * Planning and prioritisation of workloads to manage demanding and conflicting deadlines. * Able to problem solve effectively and creatively. * Strong attention to detail. * Ability to develop clear understanding of internal relationships within the council. * ICT skills including all aspects of Microsoft Office or equivalent. * Ability to work in a team. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF Level 6. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Working knowledge of Microsoft Office. * Experience of virtual meetings using MS Teams or equivalent. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Awareness of the services provided by ESCC and the function of the Member Services Team. * A commitment to a future career within the public sector. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working in an office environment. * Report writing * Experience of managing effective relationships with partners and colleagues. * Managing a busy workload and multiple deadlines. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Flexibility in approach to work. * Integrity and able to work with and manage highly sensitive and confidential information. * Pro-active * Team player * Ability to work under pressure and meet deadlines * Commitment to professional development. |

**Date (drawn up): July 2022**

**Name of Officer(s) drawing up person specifications: GS**

**Job Evaluation Reference: 12802**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |