

TEAMS FOR WORK EXPERIENCE AT BCC

APRIL 2018 - MARCH 2019



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DEPARTMENT**DESCRIPTION****INTAKE DATES****Highways
Development
Management**

This team provides advice to both the Local Planning Authority and developers on whether their development proposals are suitable for the existing road infrastructure in terms of capacity and highway safety. Once a development has been given planning permission and construction starts, the team handles the day-to-day issues and concerns of members of the public affected by the new development. During a work experience placement with this team, you can expect to attend site inspections, shadow officers, learn how a planning application is reviewed and attend meetings.

**February -
November**

Note: we can't guarantee all activities – it is dependent on the current work requirements of each team.

DEPARTMENT**DESCRIPTION****INTAKE DATES****School Admissions and Transport**

The School Admission and Transport team allocates primary and secondary school places. They also decide about school transport eligibility and manage the Secondary Transfer (11+) testing process. During your time with this team, you can expect to: draft responses to parental/caregiver enquiries; help the team manage incoming applications; support the team in assessing home to school transport applications as well as general office administration.

June - August**October - February**

Please note that placements are limited. Whilst we try our best to accommodate, be aware that placements cannot be guaranteed.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Digital & Resources

This team focuses on improving the customer experience online, working with internal colleagues to ensure all customer journeys meet accessibility standards.

Tasks with this team may include:

- Assisting with identifying broken links on website
- Assisting with User Research
- Attending project meetings
- Assisting with readability on the BCC site
- Assisting with providing analysis on Customer Feedback (using the Customer Effort Score on the website)

Year round

Currently we can only support placements up to 2 weeks long.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Business Support

Business Support team offer a centralised support service that provides flexible, dynamic administrative support across BCC. You'll get the chance to work with a number of different teams depending on your studies and future ambitions, for example the Executive Assistant Team (supporting Senior Management), Transport, Environment & Economy, Transaction Hub, Modern Records (archiving and retrieval of records), IT, Contact Centre, Youth Services, Youth Offending Service and Special Educational Needs. You'll help out with general office admin including data input and checking, filing, copying and scanning.

January - Mid July

September - November

If you are interested in doing work experience with a team not listed, please get in touch with us to talk through:
resourcing@buckscc.gov.uk

DEPARTMENT**DESCRIPTION****INTAKE DATES****Finance
Operations**

Finance Operations covers a variety of activities across all operational finance functions, including: Accounts Payable, Accounts Receivable and Debt Recovery. You can expect to: log incoming correspondence; provide project support; assist with the electronic filing system; shadow payments processing and assist with different sub-teams. This is a great placement for students considering a financial or accountancy career.

**May -
February**

Placements are usually unpaid, but if you feel you come under the government exemptions for unpaid work experience, you can state this in your application form.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Resourcing, Policy and Reward (HR)

HR & OD have responsibility for the council's greatest assets – people. There are teams that manage all areas of an individual's career with Bucks – from attracting and recruiting people with the right skills for the organisation; through to ensuring the right strategies are in place to develop and retain people and get the best performance possible from them. This team also ensures that we are complying with developments in employment legislation – and that all policies reflect both the legal and organisational requirements.

A placement with this team would see you shadowing the many roles within the team; learning about the recruitment process from start to finish; evaluating the use of social media as a recruitment tool and learning about essential HR policies and procedures.

**January -
November**

We aim to reply to applications as quickly as possible, but please allow **4 weeks** to hear if your application has been successful.

DEPARTMENT**DESCRIPTION****INTAKE DATES****Bucks Family Information Service and Programmes**

Buckinghamshire Family Information Service is a free and impartial information service dedicated to helping children and young people aged 0-19 (or up to 25 for children with a disability), parents, carers and professionals working with families. They provide information through a website, social media, outreach and phone/email.

The Programmes Team is responsible for seeking out funding to plan, run, manage and evaluate a wide range of projects to support children, young people and their families in Buckinghamshire.

Year Round

Ensure you enter 'Work Experience Programme Application' into the subject box of your email when sending us your application form.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Technology

Technology Services provide a range of IT services for the Council. On a day to day basis, they may resolve and advise on IT problems for internal staff, Schools and Libraries within the county of Buckinghamshire.

Students on a placement in this team will be given an insight into a variety of processes. From observing the Service desk, to learning about Deskside, Infrastructure teams and some of our other key applications, they will gain a broad knowledge of the service by the end of their placement.

Year Round

We do applications year round, but please remember that placements are limited, and some teams may not be able to offer placements at certain times of the year.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Regeneration and Major Property Projects

This department deals with a range of projects including both new builds and school extensions. They focus on project managing the Aylesbury regeneration Programme, whilst also working with the One Public Estate project in Winslow. Not only this, but they are currently working on several library refurbishments.

A placement with this team would offer a chance to create IT and Communications for the team, whilst giving an introduction to Project Management forms and other relevant disciplines.

**April -
January**

Placements are usually unpaid, but if you feel you come under the government exemptions for unpaid work experience, you can state this in your application form.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Early Years Services

This team provides advice and support to early years providers to improve quality and meet the needs of children with SEND. They provide a comprehensive training programme for the early years and childcare workforce.

Tasks on a placement with this team may include:

- Greeting delegates who attend training
- Setting up training rooms
- Organising refreshments for delegates and trainers
- Adding data to team spreadsheets
- Editing documents ready for uploading to the website.

Year Round

If you are interested in doing work experience with a team not listed, please get in touch with us to talk through:
resourcing@buckscc.gov.uk.

DEPARTMENT**DESCRIPTION****INTAKE DATES****Community
Engagement
and
Development**

This team;s purpose is to build on the Council’s core values and its relationship with communities, town/parish councils and the voluntary sector.

Examples of their responsibilities include: supporting increased volunteering, including developing the Council’s own volunteer workforce and supporting the community leadership role of local members, and working with councillors on key community projects

**April -
February**

Currently we can only support placements up to 2 weeks long.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Amersham Library

Amersham public library delivers reading and learning opportunities to their local community -from supporting the children's promise (reading for life) to supporting digital inclusion. On a day to day basis they aim to deliver great customer service, manage stock and deliver events for children and adults.

Tasks on this placement may include:

- Shelving, stock rotation, workflow, withdrawing stock.
- Helping customers.
- Supporting children's and adult events, such as story time, bounce & rhyme and craft.

**January -
November**

Ensure you enter 'Work Experience Programme Application' into the subject box of your email when sending us your application form.

DEPARTMENT

DESCRIPTION

INTAKE DATES

Beaconsfield Library

Tasks with this team may include:

- Engaging with customers of all ages and helping a number of enquiries.
- Running and hosting events for children and adults.
- Promoting national and library initiatives.
- Learning how the library works.
- Assisting with shelving and keeping the library tidy.
- Finding items requested by customers and other libraries.
- Creating displays promoting library stock or services.
- Assisting story time sessions.
- Preparing stock for sale.

June

We do applications year round, but please remember that placements are limited, and some teams may not be able to offer placements at certain times of the year.

DEPARTMENT

DESCRIPTION

INTAKE DATES

**Burnham
Library**

A small team responsible for the day to day running of the library.

As well as serving the customers, we also do banking, stationary orders, SAP, etc.

Tasks may include searching for reserved items, returning books to shelves, etc.

Year Round

Placements are usually unpaid, but if you feel you come under the government exemptions for unpaid work experience, you can state this in your application form.

DEPARTMENT**DESCRIPTION****INTAKE DATES****Gerrards
Cross Library**

Gerrards Cross offer services including issuing and returning of books, DVD's, Audio spoken word & Magazines; Provision of library related services and events for all age groups; Signposting to other council & public sector services; Public Internet access with scanning and printing; General Library Stock work; Creating library displays & posters; Research for future events.

Year Round

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