



BUCKINGHAMSHIRE COUNTY COUNCIL

TEAMS FOR WORK EXPERIENCE

APRIL 2018 - MARCH 2019

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PROJECTS

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

Business Development

Responsible for growing and supporting BCC's external customer base, this team works across the Council to develop and deliver viable products and services. They carry out a range of marketing and sales functions using a range of online and offline channels. If you are placed with this team you can expect to learn about and practise: social media marketing; evaluating BCC's web presence; designing email campaigns; customer retention and acquisition as well as relevant aspects of B2B marketing.

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 above, 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 up to 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.