

Work Experience at Cornwall Council



Cornwall Council has placements across Cornwall:
Truro, Bodmin, Camborne, Liskeard, Newquay, St Austell, Falmouth, Torpoint and Saltash.

The opportunities are
endless...

A brief overview of Cornwall Council

Cornwall Council is a unitary authority and is one of Cornwall's largest employers, with over 5,500 employees working directly for the Council. Cornwall Council works with its extended family of businesses and with town and parish councils to provide services for local communities. The political composition of the Council is made up of a membership of 123 councillors. The political leadership comes from the Leader of the Council and a further nine cabinet members. Each cabinet member has a portfolio of responsibility. The Council receives its revenue through government grants, council tax, fees as well as charges and rates. It also receives income through external sources, such as European Union funding and private finance initiatives. The Council produces a budget each year, which outlines what it plans to spend on the services required, to provide services to approx. 530,000 residents.

Our structure

The Council is operated by its workforce who is grouped together into four directorates:

- ★ Children, Families and Adults
- ★ Neighbourhoods
- ★ Economic Growth and Development
- ★ Customer and Support Services

Our values

- ★ Being proud of and ambitious for Cornwall
- ★ Inclusive, engaging and empowering leadership, providing clear direction
- ★ Behaving with honesty, respect and having trust in each other
- ★ Open minded to explore ideas

Our principles

- ★ Working closely with partners and communities
- ★ Clear priorities based on understanding and evidence
- ★ Listening and acting decisively and promptly
- ★ Effective two way communication
- ★ Providing choices and opportunities in every aspect of people's lives
- ★ Supporting equality and social inclusion
- ★ Being flexible and responsive in the delivery of service
- ★ Acting in Cornwall's best interest

To find out more about Cornwall Council visit our website at www.cornwall.gov.uk



Policy Officer

IT Technician

Social worker

Accountant

Human Resources (HR)

HR helps to support and develop the organisation through its people to the best that it can. There are various teams which make up HR which include; Business Partners, Resourcing and Recruitment, Learning and Development, Talent, Employment Reward and Employee Relations. The teams work together to create a vibrant place to work which inspires everyone to reach their potential and to make a positive difference to the lives of people living, working and wishing to develop a career in Cornwall.

What tasks will a student do?

- ★ Learn about the Council's apprenticeship programme
- ★ Attend meetings
- ★ Help and shadow resourcing/recruitment team
- ★ Shadow other teams within HR to learn what they do

What will they learn?

- ★ How to work in a busy open plan office
- ★ How to communicate with people
- ★ This is a great opportunity for a student who is interested in working with people

Number of available placements: 1

Type of placement offered: Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location: County Hall, Truro



Children's Centres

The Children Centres support our most vulnerable families and children to learn new skills whether this is from playing with their child to enhance child development, parenting skills or new skills to enter the world of employment. We work with a variety of multi-agency professionals such as Health, Family Workers and Pre-schools etc.

What tasks will a student do?

- ★ They will be able to shadow Children Centre Workers and Family workers in their work with parents and observe in house sessions

Number of available placements: 3

Type of placement offered: Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location: Falmouth, Truro, Saltash Children's Centre



Development Management Support Team, Building Control, Land Charges and Householder Teams

The Planning and Enterprise Service creates planning policies which fits with the National Planning Policy Framework and aims to steer and shape development proposals, trying to make sure they meet the needs of communities. Responsible for the Housing Strategy setting out the Council's approach to housing for everyone in Cornwall, supporting this through the Council's housing investment plan which proposes investment to directly deliver critical new homes.

The service also makes sure that new buildings are safe, warm and healthy through building control and provide investment for and regulate the quality of the private sector housing stock.

Another area of the Planning and Enterprise service is The Householder Team. They focus on applications for extensions and alterations to houses, including listed buildings, and deal with applications for protected trees. They also deal with enquiries about planning from members of the public and provide advice to developers and Councilors. The team covers the whole of Cornwall and deal with 5,000 to 6,000 applications each year.

Location:

- ★ Planning Office, Truro, Planning Office, Camborne
- ★ Land Charge Offices: Camborne, Truro, St Austell, Bodmin and Liskeard
- ★ Householder Team based in St Austell

Placements offered to: Year 12, college students, university students and back to work candidates



Finance

The service provides all financial support to the Council including our statutory accounts, monthly management accounts, income collection, governance arrangements, bank reconciliation and finance systems support. We are a very large team made up of discrete units.

What tasks will a student do?

Students will spend time in 5 different teams across finance:

- ★ Accountancy team
- ★ Finance systems and Support team
- ★ Business Support
- ★ Technical Finance Team
- ★ Income and Reconciliations Team

Number of available placements: 2

Placements offered to: Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Date: June/July 2018

Location: County Hall, Truro

Commercial Services

Commercial Services are responsible for creating and implementing the Council's Commercial Strategy. They are responsible for all the Council's third party arrangements (contracts). They support Council departments and services on large projects when they buy goods, works and services which can range from the purchase of fire equipment to people's care and support.

What tasks will a student do?

Students will spend time in each of the 4 teams that support our directorates. They will also experience governance and policy and will be given an idea of how the Council does business and the rules in which it operates. The range of projects will depend on the date of the placement.

Location: County Hall, Truro
(there may be an opportunity to visit other departments and offices)

Placements offered to: Year 12 and college students

Cornwall Legal

Legal Services provide comprehensive legal advice and representation in respect of all Council services as well as other public service clients. Teams of specialist legal advisers provide expert advice tailored to individual service needs. Areas of law that we advise on are: Commercial and Employment, Property and Highways, Criminal and Civil Litigation, Planning and Education and Social Care.

What tasks will a student do?

- ★ The student can observe cases in County and Magistrates Court (where permitted)
- ★ Attending Committees, Inquiries, client meetings and training events
- ★ Undertaking legal research and the provision of advice
- ★ Assisting with Business Support tasks

Locations:

- ★ Camborne
- ★ County Hall Truro (with possibility of attending other offices)

Placements offered to: Year 10, Year 12, college students, university students, back to work candidates or wanting a career change.



Health Safety and Wellbeing Team (HSW)

The HSW team provide health and safety support to the council, provide occupational health services and undertake workplace health promotion initiatives.

What tasks will a student do?

- ★ Observe health and safety site visits, participate in training and health promotion activities

Number of available placements: 2

Placements offered to Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location: County Hall, Truro (potential for visits to other work locations)

Cornwall's Trading Standards

Cornwall's Trading Standards service comprises two teams; (1) Quality Standards & Animal Health Team who advises and regulates businesses and farms in respect of food standards, agriculture standards, product safety and legal metrology. (2) Fair Trading Team who investigates and advises businesses in relation to illegal tobacco/alcohol sales, counterfeiting, the motor trade, estate agents, doorstep frauds and scams.

What tasks will a student do?

- ★ Shadowing officers during inspections of businesses, livestock markets and community education events
- ★ Time in the office to get a thorough understanding of the role of a modern enforcement officer.

Number of available placements: 1

Placements offered to Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location: Threemilestone, Truro



Tamar Bridge

The Tamar Bridge is a suspension bridge in the south-west of England, carrying the A38 trunk road across the River Tamar spanning between the City of Plymouth on the east bank and the town of Saltash on the west bank. The Bridge is in public ownership, being owned and operated jointly by Cornwall Council and Plymouth City Council. The Torpoint Ferry forms a vital link across the Tamar between the town of Torpoint in Cornwall, and the city of Plymouth in Devon.

The ferry is operated in conjunction with the Tamar Bridge as a single business unit. Both crossings are funded solely from combined toll income. The 3 chain ferries provide service 24 hrs a day, 365 days a year and offer a 10 minute frequency at peak times. The Torpoint Ferry crossing is the busiest estuarial vehicular ferry crossing in the United Kingdom, and the 3 vessels together carry nearly 2 million vehicles per annum.

Placements offered to: Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location: Tamar Bridge and Torpoint Ferry



Cornwall Fire and Rescue

Cornwall Fire and Rescue Service provides prevention, protection and response services across Cornwall. In Cornwall, we are committed to reducing fire deaths and offer free Home Fire Safety visits to ensure that every home in the county has a working smoke alarm helping to keep you and your family safe. We work with local businesses offering advice, guidance and inspections to inform businesses how they can protect their building from fire. We deliver fire and road safety messages to our communities throughout Cornwall. We investigate the causes of fire to determine the origin and cause of a fire or explosion. Fire Control handles over 14,000 emergency calls a year.

What tasks will a student do?

- ★ Find out more about the role of a Firefighter the functions and services it provides to the community
- ★ Receive an induction programme encompassing team building activities to promote team working, enhance communication skills and self-esteem
- ★ Visit the Portreath Training Facility, providing an insight into the training required to become a firefighter and participate in recruitment selection exercises
- ★ Experience being inside the smoke chamber wearing full personal protective equipment (PPE) and breathing apparatus

What will they learn?

- ★ Students will learn about rescue and firefighting operations which involved the use of the Aerial Ladder Platform and will participate in practical exercises involving the Ladder Platform
- ★ Students will learn about the role the Fire Service play in a road traffic collisions and the specialist equipment they use to extract casualties from vehicles and have the opportunity to take part in a road traffic collision exercise
- ★ Students will meet staff in Fire Control and gain awareness of the emergency call centre facility actively listening to calls received and understanding the importance of good liaison with operational crews and geographical knowledge for Cornwall and the Isles of Scilly
- ★ Students will participate in water safety demonstrations and learn how to rescue people from water, mud and other hazards
- ★ Students will learn about line rescue techniques and participate in a line rescue demonstration
- ★ Students may have the opportunity to meet the Fire Investigation search dogs and learn about the use of dogs in the detection of ignitable liquid residues at the scene of a suspected arson fire.

In order to help us with our selection process you will need to complete a supporting statement

Number of placements available: 8

Placements offered to: Year 10

Location: Truro Community Fire Station or St Austell Community Fire Station



Engineering - Fire Service

In addition to the placements at the fire stations there are also placements available at the fire workshops. We service and repair all the appliances and associated equipment that the fire service uses.

What tasks will a student do?

- ★ Students would be able to gain an oversight of the type of work that is involved in the everyday running of a commercial vehicle workshop.

Placements offered to: Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location: Tolvaddon



Fire Business Support

These placements offer students the opportunity to gain an understanding of; social media, press releases, development of articles to be used internally and externally, as well as an insight into how they use their website to inform the public of key safety information and updates on incidents. The team are looking for students who are keen to develop their skills in journalism, photography and communications to support them with their engagement activities.

What tasks will a student do?

You will meet with firefighters to understand the wide remit of their role but also with our wider service, including our community safety and emergency management teams. There will also be the opportunity to;

- ★ Take pictures of events/meetings
- ★ See how we engage with the public on our websites
- ★ Support with development of publications
- ★ Write Twitter and Facebook posts
- ★ Support with press release content
- ★ Help write a short article to be included in the service's quarterly magazine

Number of placements available: 2

Location: Tolvaddon

Environmental Health

The Food and Health Team and the Safety Team, roles are to ensure that businesses are complying with their legal obligations in respect of Food Safety, Food Standards and Health and Safety at Work. We also deal with food complaints, food poisoning outbreaks and other forms of infectious disease.

What tasks will a student do?

- ★ Help our officers with inspections of food premises.

Placements offered to: Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Locations:

- ★ Bodmin
- ★ Threemilestone
- ★ Camborne



Information Services (IT)

Cornwall Council Information Services support a large, diverse enterprise I.T. infrastructure delivering services to staff working in over 200 locations and also provides a variety of systems for use by the general public. We are currently entering an exciting period of technical change and innovation within the Council which will see dramatic change in the delivery of IT in the Council.

What tasks will a student do?

- ★ You'll get to observe most of our operational teams but will predominantly be placed with a team that carries out onsite support and installation of new hardware and software.
- ★ You'll be working within the office in Truro as well as visiting Cornwall Council sites with members of the team – where possible, a successful student will be able to carry out tasks within this team under supervision.

Number of placements available: 4

Placements offered to: Year 10

Location: County Hall, Truro

Planning and Sustainable Development

The Planning and Sustainable Development Service has a crucial role in supporting the Council's aims to shape the future of Cornwall to meet the needs of residents and businesses. The Service is responsible for using the most appropriate delivery solutions to provide a variety of services and statutory activities delivered by the Directorate, including:

- ★ Development Management
- ★ Sustainable Growth and Innovation
- ★ Planning Policy
- ★ Operational Support

What tasks will a student do?

- ★ Learn about our Directorate and the growth of Cornwall both in terms of development, building control and policy.
- ★ Learn about the Cornwall Local Plan and what this means.
- ★ Improve knowledge of different systems (Geographic information system; mapping; drawings) and have a go.
- ★ Learn how to look at a planning application/online planning register.
- ★ Attend a Committee meeting (if the placement coincides with a Committee).
- ★ Go out on site visits with case officers/surveyors.
- ★ Learn about customer care/offers to our clients.

Placements offered to Year 10, Year 12, college students, university students, people looking to get back into work or wanting a career change.

Location:

- ★ Chy Trevail, Bodmin
- ★ St Austell One Stop Shop
- ★ Pydar House, Truro
- ★ Dolcoath Council Offices, Camborne



Social Care

Unfortunately due to confidentiality and the sensitive nature of the work it is difficult to offer work experience placements in a social care setting. We may be able to offer you an opportunity where you can meet with one of the professionals to find out more information.

Or if you are interested we participate in RCHT Treliske's Health and Social Care work experience week where one of the days concentrated on social care. They offer various weeks of work experience between October and July. If you are in Year 10 and you are interested in participating in this programme please contact your school's work experience co-ordinator. For all other students you can apply via their website.



There may be teams within the council who will be able to accommodate a work experience student that has not been included above. Please fill out an application form stating your area of interest and we will try to accommodate your request.

There are limited places for the placements above and you may be invited to attend an informal interview. Please remember for the placements with Cornwall Fire and Rescue you will also need to complete a supporting statement (details in the Cornwall Fire and Rescue section).



Deadline for completed application forms:
Monday 8 January 2018

Further Information

If you would like any further information on any of the placements before you apply, then please contact us at talentandredployment@cornwall.gov.uk or give us a call on **01872 324600**

You can apply for any of the placements by completing the **application form** by Monday 8 January 2018.

We encourage all applications to be completed on line but if you do require a form in a different format please contact us at talentandredployment@cornwall.gov.uk or give us a call on **01872 324600**



If you would like this information in another format or language please contact: Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY

Telephone: 0300 1234 100

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk



www.cornwall.gov.uk/jobs-and-careers

The opportunities are
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