Ymlaen: The Senedd’s Internship for Black, Asian, and Ethnic Minority graduates

Business Directorate
About the Internship

We are looking to offer a paid, 12-month training internship to four graduates from a Black, Asian or Ethnic Minority background. The interns will be placed in various areas within the organisation – in this document you will find further information regarding the placement within the Business Directorate. The interns will not be employed by us and the internship does not offer or guarantee a substantive role at the end of the 12-month period. The aim is for the interns to develop the skills, experience and ability required for an employed role within the Senedd Commission or elsewhere.

Training at the Senedd Commission means you will be at the heart of Welsh politics, developing your skills and knowledge on how to best navigate a busy and exciting workplace where Welsh laws are made. The Internship is an excellent opportunity that has been designed to provide you with the understanding and ability to develop within a diverse and inclusive organisation.

Development Opportunities Offered

During the Internship, you will receive continuous support from our Organisational and Development team. They will offer a wealth of resources and support, ensuring that you have all the tools you need to grow and to flourish at the Senedd. They will also arrange external training courses and events to encourage your learning as well as offering great internal opportunities in learning and development.
Welcome from the Head of Service

Anna Daniel, Head of the Strategic Transformation Service

Thank you for your interest in joining the Senedd Commission as an intern in the Senedd Business Directorate.

I am delighted that we are partnering with the Windsor Fellowship to be able to offer you the opportunity to learn and develop your skills with us. We have committed to working with them to take specific positive action to improve the diversity of our teams where those from particular backgrounds are currently under-represented.

The Senedd has always been a progressive legislature with an appetite for innovation. It is an exciting, fast paced environment to work, with a great rewarding one team ethos and a strong sense of purpose and passion for democracy in Wales. We are committed to building a strong, diverse workforce, which reflects the communities Members of the Senedd represent in Wales. We believe that this plays an important part in contributing to Members receiving outstanding parliamentary support.

Staff in the Business Directorate provide impartial and outstanding support to Senedd Members. Our staff are involved in supporting plenary, committee and Board meetings, drafting reports and other outputs, briefing Members and co-ordinating the support provided by the cross-organisational teams. They may be involved in policy inquiries, and consultation activities, scrutinising government activity and legislation, and special projects.

In Strategic Transformation, our work is to support our Members’ strategic priorities as the constitutional and political agenda evolves. The committees which my service supports are at the heart of driving change within the Senedd.

We are proud to be taking positive action and are looking for applicants for this opportunity from a Black, Asian or Ethnic Minority background from all walks of life. We are recognised as excellent investors in people and are committed to supporting you through your internship.

If the opportunity interests and excites you, we would love to hear from you.
Title: Senedd Internship – Business Directorate

You will be paid £32,141 for the year

Duration: 12 months – fixed

Service: Committee Services, including Strategic Transformation Service

Eligibility:

1. You have the right to work in the UK without restrictions. Please note that the Senedd does not sponsor work visas.
2. You live in Wales.
3. You are from a Black, Asian or Ethnic Minority background.
4. You have been a resident in the UK or Ireland for a minimum of three years (this is a requirement to undertake National Security Vetting).
5. You are an university graduate at the time the scheme starts.
6. You are available to take part in the Internship from September 2023 to September 2024.

Location: Senedd, Tŷ Hywel, Cardiff Bay

This role will normally be a hybrid of on-site and remote working, subject to business needs. You will be provided with the support and equipment you will need to be able to work from home.

Pattern of Working: This is a full-time training programme, although flexible arrangements will be considered, subject to meeting the internship requirements.

Security Clearance: The internships have been assessed as requiring a ‘CTC’ level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.
Strategic Transformation Service

The Senedd Commission is engaged in an ambitious programme of electoral and organisational reform. As an intern in the Strategic Transformation Service, your training will involve learning how to identify, coordinate and commission a range of support. This will assist you in developing your knowledge of administering and managing the functions of a team, including an increased awareness of Senedd reform work and other Directorate priorities.

The successful Intern will build upon their excellent organisational skills and enhance their ability to remain calm under pressure, responding quickly in a fast paced environment and according to changing priorities. You will gain excellent interpersonal skills to build and maintain effective relationships across the organisation and with external partners.

The successful Intern will develop an understanding of Senedd principles and practices, and how they relate to the work of the service, as well as the Senedd. You will be able to display impartiality at all times in carrying out your training tasks and develop the ability to recognise when to escalate issues/decisions to senior officials.

The service also supports committees and the intern will also have the opportunity to learn how to support the co-ordination and delivery of a committee team’s work, similar to that in the Policy, Legislation and Committee Service (see below).

Working with others in the Service, as the Internship progresses you will become able to demonstrate your ability to provide excellent organisational support and a strong, service oriented ethic. You will acquire the skills necessary to manage multiple tasks in a flexible and pro-active way.
Committee Service

In the Committee service the successful intern will gain first hand experience of dealing with Senedd Members, senior officials, stakeholders and the public during an important time for Welsh politics. You will be based within a service that is responsible for supporting Senedd business in plenary and in various committees.

You will require first-rate organisational skills; the ability to respond flexibly to changing priorities and strong interpersonal skills.

The successful intern will learn how to support the coordination and delivery of the team’s work, which for committees normally comprises the following roles:

· Clerk: Leads the team and provides strategic oversight and procedural expertise;
· Second Clerk: Provides additional senior capacity within certain teams to enable multiple pieces of work to run in parallel;
· Deputy Clerk: Supports the Clerk and Second Clerk, responsible for supporting the coordination and delivery of the team’s work; and
· Team Support: Supports the organisation of the team’s work.

You will develop professional relationships with colleagues from other service areas (such as researchers, lawyers, translators and communication specialists) as you learn how to be an effective part of a high-performing multidisciplinary team.
Key Training Exercises

Exercises expected within the placement will include:

• Learning how to provide administrative support for internal boards and groups as required (including learning how to draft minutes, co-ordinate briefings and advice, and give organisational support for virtual, hybrid and in-person meetings);
• Developing the ability to provide additional support and assistance to formal bodies such as Plenary, Senedd Committees and the Remuneration Board1;
• Becoming able to be a professional, reliable and responsive intermediary with the rest of the organisation and with external partners; maintaining effective working relationships with key teams/others in the service;
• Experiencing the co-ordination and commissioning of work across teams and allocation of work to others effectively, within appropriate timescales;
• Considering how to contribute to the management and coordination of a programme of internal communications relating to all aspects of the service’s work, including seeking and coordinating inputs from service members and others as appropriate;
• Learning how to plan, prepare and review programme reports and dashboards as appropriate, highlighting any issues, and taking necessary actions forward;
• Developing experience in leading and/or facilitating team, Service or Directorate projects as required for your training and development.
• Learning how to assist in the management of social media channels as required.

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1 The Independent Remuneration Board of the Senedd is an independent body responsible for ensuring Members of the Senedd have the appropriate remuneration and resources available to them to undertake their role
Specific skills and Competencies:

This section states which skills and experience are deemed to be essential for this placement.

You should refer to the following criteria in your application form.

Criteria:

1. Excellent organisational skills and attention to detail, with the ability to prioritise your time effectively and respond flexibly to last minute changes or competing priorities.

2. Strong interpersonal skills & team working: Ability to learn to be effective as part of a small team and to develop the ability to work confidently with staff at all grades and key stakeholders.

3. Strong oral and written communication skills.

4. Good working knowledge of Microsoft Office packages including Word, Outlook and Excel.

5. Willingness to show commitment and learn to deliver a high level of customer service.

Welsh language criteria:

The language skills for the internship post have been assessed Courtesy Level Welsh. Candidates should have the ability to:

- Pronounce Welsh names, answer the telephone, greet people or make introductions bilingually
- Understand and use proactively familiar, everyday, expressions
- Understand very short texts where people are giving basic information about themselves or others in correspondence, on forms or to interpret content using the technology available.

For further information on the Welsh language levels, please visit our website.
Level Competency Areas and Behaviours:

These are the specific competencies that you will be expected to demonstrate during your internship.

**Competency areas and Behaviours will be assessed at interview stage and **do not** need to be addressed within your application form.**

**Leadership**
- Empower others to take decisions and take forward ideas.
- Be prepared to challenge and be challenged.

**Working with and valuing others**
- Share information with and consult others in the team using the most appropriate communication methods.
- Understand wider corporate aims and objectives, and awareness of political priorities and sensitivities.

**Learning and improving**
- See the big picture and make connections between different issues in light of organisational and political priorities.
- Ability to identify and consider a range of options and develop practical outcomes.

**Delivering results to our customers**
- Develop effective relationships with stakeholders to provide solutions to problems and to identify opportunities for improving services.
- The ability to work with colleagues to ensure that systems and processes are compliant with legislation and good practice.
At the end of the Internship

After 12 months with us, the successful Intern should have received the training needed to ensure that they have the skills and knowledge to work at a higher level (HEO / Management Band 2). Below are a list of competencies that should be able to be evidenced by the end of the Internships:

**Applying Expertise:** Develop and maintain knowledge related to role or subject area.

**Delivering Results:** Take responsibility for building productive customer relationships.

**Learning and Improving:** Develop options, identify risks and benefits and propose a way forward, monitor progress and evaluate outcome.

**Working with and Valuing others:** Build links and consult networks inside and outside the Senedd.

**Attention to detail:** Ability to accurately draft documents, such as letters, meeting notes and reports / briefings.

**Political awareness:** An understanding of the priorities of politicians or senior officers or high profile stakeholders and the political context in which they work.
Our Values:

Our values are part of everything we do. Together, we’ve created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.

**RESPECT**
We are inclusive, kind, and value each other’s contributions in delivering excellent services.

**PASSION**
We are purposeful in our support of democracy and pull together to make a difference for the people of Wales.

**PRIDE**
We embrace innovation and celebrate our achievements together as a team.

**WE ARE ONE TEAM**

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.
Our official languages (Welsh and English):

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Members of the Senedd, the public, staff and interns can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require all our everyone in our organisation to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect our interns to have, or to acquire during an agreed period, courtesy-level skills in Welsh.

Diversity and Inclusion:

We want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensures that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We welcome applications from a diverse range of people, from all backgrounds and with many different skills, experience and perspectives. We particularly encourage applications from disabled people and people from ethnic minority communities, who are currently under-represented in our workforce. Find out more about our approach to diversity and inclusion on our website. All appointments will be made on merit.

Apply now!

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<td>Virtual information sessions</td>
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<td>Application deadline</td>
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<td>Windsor Fellowship Assessment Development Centre (virtual)</td>
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If you have any questions about the programme please contact, Roda Aden@windsorfellowship.org

Interviews will be held virtually using Microsoft Teams.