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

Senedd Research
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 a placement within the Research Service. 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 afforded to our staff.
Welcome from the Head of Senedd Research

Kathryn Potter, Head of Senedd Research

Croeso/Welcome

Thank you for your interest in training at the Senedd Commission as an Intern in Senedd Research. If you’re interested in how policy and law are developed and affect people, then undertaking an internship with us in Senedd Research, at the heart of Welsh democracy, could be for you.

Our team here comes from a range of backgrounds, all with a passion for high quality factual analysis and information provision. We range from librarians and those with publishing and systems skills through to parliamentary researchers with expertise in topics as diverse as Brexit to bus services and from climate change to constitutional change.

Undertaking an internship in Senedd Research will give you the opportunity to learn how to engage with Members of the Senedd and institutions that govern Wales, as well as stakeholders, service users, academics and many other interested parties.

Your research skills will be developed by learning about, and getting involved in, providing Members with the information they need to represent both their constituents and the interest of Wales as a whole. You will undertake your training with a team of finance and statistics experts, with an opportunity to be involved in a range of projects related to data visualisation and data science.

At the same time you’ll have the opportunity to develop yourself and your understanding of our political system in a supportive environment.

We’re looking for someone with a strong customer focus and a passion for all things digital. If you have the enthusiasm to learn about and explore new ways of presenting and collecting data, including quality data visualisations, statistical analysis and data science, then we want to hear from you.
Title: Senedd Internship – Senedd Research
You will be paid £32,141 for the year.

Duration: 12 months – fixed

Service: Senedd Research

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: This is a hybrid role, working on the Senedd estate subject to business need. Your base will be at Tŷ Hywel in Cardiff Bay, but you will also be provided with the support and equipment to be able to work from home.

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.
Core Training areas:

As our intern, you will learn about how Senedd Research is realising its ambitions related to data visualisation and data science. You will be based within the Financial Scrutiny Unit to gain experience in how we communicate statistical, numerical and performance information in a range of visual formats. You will be encouraged to share your ideas on making our outputs engaging and accessible.

You will learn how to translate complex subjects into innovative visual formats such as infographics and maps. You will be supported in learning data visualisation techniques and statistical analysis, to improve your understanding of data and how to identify trends. You will also have the opportunity to be involved in developing our data science capacity, including automating processes and data collection.

An enthusiasm for technology and an aptitude for learning is essential.

Core Responsibilities:

Key training tasks:

- Learning how to produce high quality data visualisations which translate ideas into visual presentations that successfully communicate messages to non-specialist audiences on a wide range of subject areas;
- Developing your skills in Excel, mapping and other packages that can be used for analysis and presentation purposes;
- Developing the ability to provide briefing to respond to enquiries from Members of the Senedd connected with constituency work, plenary or committee business as part of our confidential and impartial enquiry service;
- Learning to work proactively across teams and acquiring the skills to provide research support as required and encourage others to make use of data visualisation techniques while developing skills within the service;
- Developing your skills in enhancing digital and print outputs making them more interesting, engaging and accessible by further developing data visualisation techniques, including mapping and infographics.
- Observing how we develop our internet page unifying all our budget and taxation analyses to enable MSs and their staff to easily find information they need in a more accessible way and provide a better understanding of issues;
- Acquiring the ability to develop links and identifying opportunities for sharing information with other UK legislatures, academics, external stakeholders and others connected with data visualisation;
- You will learn how to provide support across a range of subject areas within the team, and work flexibly across the service when needed. You may be required to undertake your training in different teams if required.
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.

Specific criteria:

1. **Knowledge and experience**: of interpreting statistical information in order to produce innovative visual formats such as infographics and maps that present key issues clearly and effectively.

2. **Research skills**: the ability to critically review, summarise and communicate accurately, both orally and in writing, a wide range of views, and be able to quickly identify key issues from a range of sources of information.

3. **Communication and interpersonal skills**: have excellent written and oral communication skills, alongside strong relationship building skills in order to create a positive customer experience.

4. **Parliamentary knowledge**: is able to demonstrate sound judgement, making sure you provide research and information that is impartial and sensitive to political issues.

5. **ICT knowledge and experience**: Knowledge and experience of manipulating data, performing calculations and producing graphs in MS Excel. Understand how to design, develop and produce visual outputs and ability to learn specialist software packages including Adobe InDesign. Experience of GIS and mapping software such as ArcGIS and ability to learn programming languages such as Python and JavaScript would be beneficial.
Welsh language criteria:

The language skills for the internship 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:**

Takes responsibility for the achievement of the team’s objectives whilst remaining visible, approachable and accessible.

Plans ahead to define priorities, deliverables and contingencies

**Working with and valuing others:**

Shares information with and consults others in the team appropriately.

Has the ability to work independently, to manage their own work and collaborate as part of a team.

**Learning and Improving:**

Considers the potential and impact of technology and new software to improve work processes and drive efficiencies.

Is aware of political priorities and sensitivities
Delivering results to customers:
Is highly organised with the ability to deliver timely and accurate information to tight deadlines that is tailored to the needs of the customer and with the agility to work on different subjects.
Can use their interpersonal and communication skills to present complex issues clearly, succinctly and accurately to different audiences.

At the end of the Internship

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

Criteria

- Have an improved understanding of how to interpret statistical information in order to produce innovative visual formats such as infographics and maps.
- The ability to source reliable data and information quickly.
- Enhanced ICT knowledge and skills, including producing graphs in MS Excel.
- Knowledge in the design and development of visual outputs in specialist software packages including Adobe InDesign.
- Experience of GIS and mapping software such as ArcGIS.
- Understanding of programming languages such as Python and JavaScript.
- A repository of written and visual outputs, published by Senedd Research.
- Increased parliamentary knowledge.

Competencies

Leadership:
Is customer focused
Knows how to maintain relevant knowledge

Working with and valuing others:
Works collaboratively and effectively as part of a team
Builds networks inside and outside Senedd Research
Learning and Improving:
Can optimise engagement by designing and developing engaging and accessible content
Can manage own workload and competing demands

Delivering results to customers:
Has the ability to produce accurate information for digital content and briefings
Can communicate expertise in a clear, concise and jargon free way
An understanding of the priorities of politicians and senior officials 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!

Application Process

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<td>Windsor Fellowship Assessment Development Centre (virtual)</td>
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<td>Senedd interview (virtual)</td>
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<td>Outcome</td>
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<td>Internship start date</td>
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If you have any questions about the programme please contact, Roda AdenR@windsor-fellowship.org

Interviews will be held virtually using Microsoft Teams.