

Job Description

Job Title:	Workforce Development 12 week Intern
Directorate/Team:	TBC
Location:	16 Summer Lane or other site/location
Responsible to:	Julie Smith Workforce Development Partner
Responsible for:	N/A
Key working relationships: (internal)	This postholder will develop key relationships across the organisation to support in the provision of key programmes or services for the Workforce Development team.
Key working relationships: (external)	Providers, external Workforce contacts and providers; Academy learners and stakeholders engaging through various communication channels.

Purpose of the Post

The WMCA Year Intern Programme offers a 12 week Intern opportunity, this placement is ideal for a student between academic study opportunities and professional practice. You will join the People and Culture directorate and will be part of our Emerging Talent Programme, which includes a development framework, including structured learning activity, mentoring, and regular support to help you make the most of your time with us.

This role sits within that programme supporting the Workforce Development & Professions team and directly supports emerging talent, succession planning, the Inspirational Leadership Programme, apprenticeship Levy tracking and WMCA Academy systems and infrastructure, working closely with the Workforce Development Partners and Head of Service.

Accountabilities

Weeks 1–3 (Orient and establish): Complete induction to the Workforce Development Partner's portfolio, objectives, stakeholders, active workstreams and key dependencies. Review existing documentation across Emerging Talent, succession planning, ILP, Levy and Health & Safety and Wellbeing workstreams. Set up and populate key trackers: development requests log, Levy intake tracker, Emerging Talent programme dashboard and Monitoring & Evaluation (M&E) baseline data template. Begin stakeholder mapping for role guarantees and produce a workstream summary document.

Weeks 4–9 (Deliver across workstreams): Progress vacancy mapping for role guarantees, maintain Emerging Talent programme tracking, and support development of the Emerging Talent communications toolkit. Collate workforce analysis data for the skills repository build and support the succession planning stakeholder map and quarterly talent review scheduling. Build ILP pre-programme evaluation baselines and develop the M&E data collection template. Assist with WMCA Academy systems and infrastructure: LMS set-up tasks, filing structures, templates, governance document library, and service catalogue/FAQ content. Own the development requests inbox and maintain Levy tracking records during this period.

Weeks 10–12 (Consolidate and hand over): Finalise all live documents and trackers for handover, complete the vacancy mapping summary, write up baseline data with a summary of gaps and recommended next steps, and produce a workforce analysis data pack for the skills repository. Draft handover notes for each workstream and complete a final debrief with the Workforce Development Partner.

Maintain confidentiality and integrity in handling sensitive information throughout the placement.

Responsibilities					
Strategic					
- Support the production of a consolidated workstream summary across Emerging Talent, succession planning, ILP, Levy and Health & Safety and Wellbeing, giving the Workforce Development Partner a live reference point. - Work flexibly and with integrity to meet the needs of the WMCA and the Workforce Development & Professions function within the fixed placement window.					
People					
- Build positive working relationships with colleagues, internal and external stakeholders, mentors, and managers across the organisation. - Seek regular guidance from mentors and managers to gain insights and improve your performance. - Participate in team activities and contribute to a collaborative, inclusive working environment. - Develop and improve skills in communication, teamwork, problem-solving, and time management, seeking and acting on feedback. - Represent the organisation professionally when interacting with external partners or members of the public.					
Operational					
- Support... - Set up and populate key trackers: development requests log, Levy intake tracker, Emerging Talent programme dashboard and M&E baseline data template. - Progress vacancy mapping for role guarantees: contact service areas, collate data and build the vacancy map document. - Own the development requests inbox during the 12-week placement: triage, log and progress requests using the agreed standard operating procedure. - Assist with WMCA Academy systems and infrastructure: LMS set-up tasks, data entry, content organisation, pathway mapping and user journey testing; build out shared Academy filing structures, templates and governance document library; draft service catalogue and self-service FAQ content for priority Academy pathways. - Build the ILP pre-programme evaluation baseline, collating capability assessment, leadership development participation and engagement data, and develop the monitoring and evaluation data collection template. - Maintain accurate records and documentation to support a clean, well-labelled handover.					
Financial					
- Ensure accuracy and attention to detail when handling financial data or documentation. - Understand the importance of value for money and responsible resource use in public service delivery.					
Other					
- Take part in internal development programmes, networking events, and mentoring opportunities as required. - Uphold the organisation's values, including integrity, inclusivity and public service. - Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.					

Person Specification					
Candidates/post holders will be expected to demonstrate the following:		Essential / Desirable		How Evidenced?	
Experience		E	D	A*	I* T*
Ability to work in a team environment		x		x	x
Experience supporting projects or events			x		x
Ability to work effectively in a hybrid environment, combining remote and office-based work		x			x

Awareness of Microsoft Office (Word, Excel, Outlook)	x			x	
Skills / Knowledge	E	D	A*	I*	T*
Good analytical skills, able to review information and determine the best approach					
Ability to communicate effectively through strong written and verbal communication skills					
Attention to detail and accuracy					
Ability to manage time and prioritise tasks effectively					
Willingness to learn and take initiative					
Ability to work collaboratively with others					
Qualification / Education / Training	E	D	A*	I*	T*
GCSEs in English and Maths (grade 4/C or above) or equivalent (e.g. level 2 Functional Skills)	x		x		
Currently studying towards an undergraduate or postgraduate degree and able to commit to a 12 month internship programme	x		x		

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values	
Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.

Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.
Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.	

Additional Post Requirements							
Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family
		RLW	
Position Reference			