

Job Description

Post Title: Environment Intern

Directorate: Strategy, Economy and Net Zero

Reports to: Project Manager Environment Behaviour Change

Direct Reports: 0

Role Purpose

Support the Environment team by contributing to research and project support within the teams' key programme areas which include air quality, adapting to climate change, circular economy, behaviour change and the natural environment.

Key responsibilities

The role will involve supporting the Environment team with its work delivering key regional environmental initiatives which may include:

- Assist with the delivery and lead on the communication for the Community Environment Network to support community groups across the West Midlands to deliver climate action.
- Aid with the delivery of the Climate Adaptation Plan, supporting with research, liaising with stakeholders and project partners, to support with the delivery of key programme objectives.
- Lead on a desk-based research project to support the delivery of the Local Nature Recovery Strategy.
- Provide weekly updates to the Environment Team on your progress.
- Support the team with organising events and meetings.
- Support the team to deliver campaigns and communications.
- Support team members with administrative tasks.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App *	Int **	Other ***
Evidence of creating communication materials whether through study or personal work and communicating effectively and concisely both verbally and in writing	*			*	
Evidence of working as part of a team to produce demonstrable outputs	*			*	
Skills/Knowledge/Abilities	E	D	App *	Int **	Other ***
Able to convey messages clearly and concisely to intended audience, demonstrating creativity in approaches.	*		*	*	

Ability to communicate effectively in writing and verbally, and through presenting to others	*		*	*	
Ability to manage and prioritise own workload, with assistance from senior colleagues, while working as part of a team.	*			*	
Desire to learn and develop new skills and knowledge	*		*	*	
Interpersonal skills appropriate to working with a variety of public and private stakeholders.	*			*	
Intermediate level in MS Office applications including the ability to write and edit reports and presentations		*		*	
A passion for the West Midlands	*		*	*	
Qualifications/ Professional Memberships	E	D	App *	Int **	Other ***
GCSE (or equivalent) in English and Maths to Grade 4 or above	*		*		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.