

Post Title: Research, Intelligence and Inclusive Growth Intern

Directorate: Strategy, Economy and Net Zero

Reports to: Senior Analyst, Inclusive Communities

Direct Reports: 0

Salary Band: Intern

Role Purpose:

The Research, Intelligence and Inclusive Growth (RIIG) team is part of the West Midlands Combined Authorities (WMCA) Strategy, Economy and Net Zero Directorate. The purpose of the Research, Intelligence, and Inclusive Growth team is turning bold and evidence-based ideas into impactful and systemic change for people, places and planet.

Within the RIIG team there are three key pillars of work which are Research and Intelligence, Inclusive Growth and Outcomes, evaluation and learning.

The WMCA has recently undergone a process to identify a list of Areas of Research Interest (ARIs). ARIs are published statements of research questions that the WMCA would like more research to inform their policies and help close the evidence-policy gap.

The RIIG intern will be responsible for developing an evidence and research base around a couple of key ARIs. These ARIs are:

1. How can work be made more accessible for women with childcare responsibilities?
2. What works for improving outcomes for different ethnic groups in the labour market, across causes, costs, and solutions?

Ensuring jobs are accessible to everyone in the community is crucial for promoting equality, reducing poverty, and fostering social inclusion. It helps to maximise the potential of the workforce, drive economic growth, and improve overall well-being. Accessible employment opportunities also contribute to a diverse and inclusive workplace, which can enhance creativity, innovation and productivity.

Responsibilities:

- Develop a research and evidence base for priority questions identified as priorities identified in the the Annual Research Plan (ARP)/ Areas of Research Interest (ARIs) including:
 - How can work be made more accessible for women with childcare responsibilities?
 - What works for improving outcomes for different ethnic groups in the labour market, across causes, costs, and solutions?

- Create research products that are comprehensible to diverse audiences and disseminate information effectively
- Present research findings to internal and external stakeholders across the region
- Support the team in developing research and evidence on other key priorities of the WMCA
- Assist in disseminating research and intelligence, including writing blog posts for the WMCA website
- Contribute to the writing and development of West Midlands Insights on Society and Economy (WISE) newsletter
- Provide ad-hoc support to RIIG team members as required during the internship around research, evidence, briefings and meetings
- Support the broader internal and external research ecosystem

Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)			Assessment Method		
Experience	E	D	App*	Int**	Other***
Evidence of developing research	X		*	**	
Evidence of working as part of a team to produce demonstrable outputs	X		*	**	
Skills/ Knowledge/ Abilities	E	D	App*	Int**	Other***
Evidence of disseminating complex information to a range of audiences	X		*	**	
Ability to communicate effectively in writing and verbally	X		*	**	
Able to manage and prioritise own workload, with assistance from senior colleagues, while working as part of a team	X		*		
Strong interpersonal skills, working with a variety of stakeholders		X	*	**	
Intermediate proficiency in MS Office applications including the ability to use Excel and write and edit reports and presentations	X		*		
Desire to learn and develop new skills and knowledge		X	*		
Qualifications/ Professional Memberships	E	D	App*	Int**	Other***
GCSE level (or equivalent) In English and Maths to Grade 4 or above	X		*		

* Application

** Interviews

*** Details will be shared at the 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 Focussed	Works as part of a team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads where needed.
	Performance Focussed	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.