


Profile Title:	Undergraduate Placement	 BARNSLEY Metropolitan Borough Council				
Reports to:						
Employee Management:	None	Grade:	2	Profile Ref:	97720	
Purpose of the Post						
Provide assistance and support in the planning, development, delivery and evaluation of key projects.						
Responsibilities						
<ul style="list-style-type: none"> Assist with the development and delivery of key projects within the service area Develop a knowledge of the working and client group within the service area Assist with research and identification of client/customer requirements Support the council's use of social media to inform and seek feedback from key client groups Help to prepare reports, documents, data and other information Provide service support as required Help to maintain relevant systems Establish working relationships with key stakeholders Attend and contribute to meetings with key stakeholders Assist with the evaluation and reporting of key projects within the service area 						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> Undertaking a related degree 					A/E	E
Relevant Experience					Measure	Rank
<ul style="list-style-type: none"> Previous experience within an area related to the service area 					A/E	D
<ul style="list-style-type: none"> Experience of presenting 					A/I/T	E
<ul style="list-style-type: none"> Experience of using relevant systems 					A/I	E
General and Special Knowledge					Measure	Rank
<ul style="list-style-type: none"> Knowledge of communications and marketing tools and techniques, including a solid understanding of social media 					A/I	E
<ul style="list-style-type: none"> Understanding of the importance of partnership working 					A/I	E
<ul style="list-style-type: none"> Knowledge of local government and the wider public sector 					A/I	D
<ul style="list-style-type: none"> Working knowledge of Microsoft applications 					A/I	E
Skills and abilities					Measure	Rank

• Comfortable in providing complex information to individuals	A/I	E
• Good communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders	A/I	E
• Excellent organisation and time management skills with the ability to work under pressure and meet deadlines	A/I	E
• Ability to produce and deliver quality documents and presentations, ensuring they are suitable for particular audiences	A/I	E
• Ability to work on own initiative as well as making a contribution as part of a team	A/I	E
• Effective customer care skills, including how to manage customer expectations	A/I	E
Additional requirements	Measure	Rank
• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the council's vision, priorities, values and behaviours.	A/I	E
• Able to undertake any travel in connection with the post.	A/I	E