

Job Title:	Summer Internship Scheme Intern		
Post Reference		Temporary	Temporary - Internship
Grade:	N/A - £9.00/hour	Hours: 9.30am to 5.00pm	32.5 hours per week (Monday to Friday)
Reports to:	Various		
Line Management responsibilities: (Direct and Indirect)	N/A		
Directorate/ department:	Various		
Location:	Royal Berkshire Fire and Rescue Service (RBFRS), Headquarters, Calcot, Reading		
Politically restricted:		No	

Main Purpose of the Job:

For all interns, the main purpose of the role is to gain experience of the variety of activities involved in the running of a modern fire and rescue service, and to undertake work in their allocated department to support the organisation with the delivery of these activities and services.

Interns will also undertake learning and development activities relating to various aspects of workplace and careers skills, in order to enhance their own development and support their progress with any variety of future career or education ambitions they may have.

A broader purpose of the role is to gain exposure to different departments and sites within RBFRS, in order to gain a full understanding of the range of activities and opportunities that exist within the organisation. In addition, interns will participate in evaluation and reflection activities, within which they will be able to offer views and perspectives on their experiences of the organisation.

Up to five placements are being offered as part of the Summer Internship Scheme, located at Royal Berkshire Fire and Rescue Service (RBFRS) Headquarters.

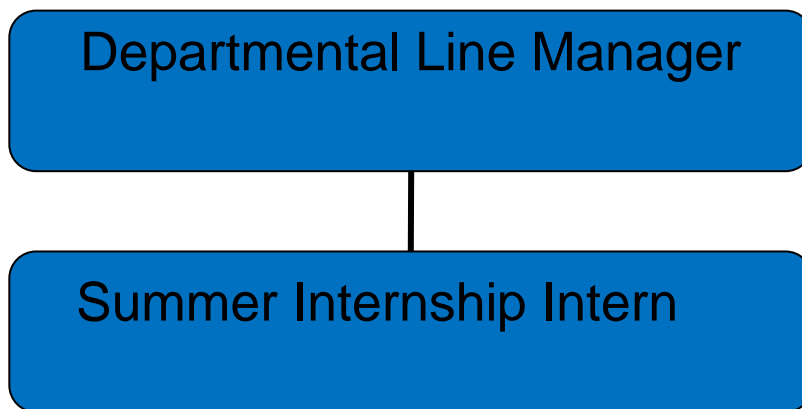
Successful applicants will spend one week in five departments, based at Headquarters, Calcot, Reading.

The list below is an example of the departments successful applicants will be placed on a rotational basis. Please note applicants will be notified the final list of departments prior to the advertised start date of the scheme.

Department	Location	Subject Areas and Possible Tasks
Collaboration and Policy This department supports collaboration with partner organisations, and ensures that the organisation adheres to policies and procedures.	RBFRS HQ, Reading	<ul style="list-style-type: none"> • Assist with policy writing • Support event planning • Understand National Operational Guidance implementation • Operational Information Notes • Thames Valley Collaboration • Support station audits • Understand crew placements
Facilities Team This team provide administrative, customer service and business support to the Facilities department.	RBFRS HQ, Reading	<ul style="list-style-type: none"> • Assist front desk reception and meet and greet internal/ external clients • Reception support with incoming and outgoing post • Administrative support of meeting room management system and associated catering request orders • Support fire alarm testing and fire drill evacuations
Programme Office This team support the planning, delivery and evaluation of a range of projects across the organisation.	RBFRS HQ, Reading	<ul style="list-style-type: none"> • Project management support • Undertake project planning • Undertake analytical activities • Support Governance and inspection tasks • Project process and project management learning support
Fire Investigation and Enforcement Team This team is responsible for the management of Fire Safety Engineering and Enforcement Support Services.	RBFRS HQ, Reading	<ul style="list-style-type: none"> • Practice and learn PACE interviews to support legal proceedings and requests • Understand Fire Investigation procedure • Liaise with Learning and development on training specifications.

Capital Projects and Estates This team delivers and maintain the service's Property Capital programme.	RBFRS HQ, Reading	<ul style="list-style-type: none"> • Arrange and attend project meetings and take notes • Assist with all project management paperwork – highlight reports from contractors, diary management and general office duties.
Business and Information systems The ICT department are responsible for all ICT Services including the acquisition, deployment and support of all ICT related hardware and software. This covers PCs, laptops, monitors, mobile devices, desk phones, servers and cabling, as well as the network infrastructure and the ICT Service Desk.	RBFRS HQ, Reading	<ul style="list-style-type: none"> • Shadow other technicians • Logging incidents and service requests. • Completing administrative tasks

Organisational Structure



All interns will also be allocated a separate mentor for the duration of their internship, in addition to their day-to-day line manager.

Key responsibilities and Deliverables:

Interns will have no budgetary or line management responsibility.

Specific tasks assigned will vary depending on the department to which the intern is allocated.

Main Duties:

- 1) To experience the work of a fire and rescue service by visiting a range of teams and departments across the organisation, including operational fire stations
- 2) To participate in learning activities, including training sessions and skills workshops for personal development
- 3) To participate in evaluation and feedback activities; identify and share ideas for change and improvement based on their experience of the Service where appropriate.
- 4) To communicate with different teams across the service as required and learn about the transferable skills required in different roles
- 5) To attend meetings to gain an insight into how decisions are made and how teams work together across the organisation
- 6) To complete tasks as agreed with line manager
- 7) To support allocated departments to complete activities in the relevant subject area as required, working with colleagues to learn about the work of the team or department.

Personal Specification
Key Behaviours and Skills

1. Ability to work in a team
2. Effective and flexible communication skills
3. Enthusiastic and motivated learner
4. Value and encourage inclusion
5. Share views on change and improvement
6. Ability to prioritise and work to deadlines
7. Leadership

Other Requirements

Interns will be asked to arrange their own transport to and from RBFRS, Headquarters, Reading, and may be required to do so for any additional sites they visit during the course of their internship. Location information will be provided in advance as part of the internship timetable to support individuals in planning their journeys. However, the Service is committed to supporting all successful applicants as far as reasonably possible to participate fully in the scheme, and we will therefore seek to work with interns to identify alternative arrangements where transport requirements are a barrier to participation.

RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

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Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	<p>Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.</p>
Delivering Quality and Service	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>
Safety and Wellbeing	<p>Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.</p>

Profile prepared by:	Fayth Rowe – Democratic Support Lead
Approved by:	Deputy Chief Executive/Director of Corporate Services

Profile Effective from:	09/3/23	Last reviewed:	09/03/23
Post holder name		Signature	
		Date	