

## Work Experience

### Work experience for the Armed Forces community

As part of the Warwickshire County Council's commitment to the Armed Forces Covenant the Council offers work experience to the Armed Forces community. The Council recognises that those who serve and their families may be disadvantaged as a result of their Service and wishes to contribute to reduce this disadvantage.

Work experience may be offered for those who are:

- Armed Forces personnel within 12 weeks of their discharge date
- Ex- Armed Forces personnel within 2 years of their date of discharge
- Spouses/Civil partners of currently serving Armed Forces personnel

Applications from those who are in the Wounded, Injured Sick (WIS) category or Medically Discharged are welcomed.

Work experience placements are usually unpaid and last between 1-2 weeks.

### What is work experience like?

Work experience offers you the opportunity to prepare for the differences of working in a civilian environment. You will be expected work with a professional and positive attitude and, in exchange, we can offer you an interesting and relevant work experience placement, amongst friendly, enthusiastic and committed people.

### Which departments offer work experience?

We have multiple departments that offer placement opportunities; Please continue to the following pages of this document for more information. Please be aware that departments have a work experience capacity limit and are only able to offer so many placements within a term and academic year.

### When should I get in contact?

As soon as possible! Work experience at Warwickshire County Council is extremely popular and places are offered on a first-come, first-served basis.

### How do I apply for work experience at Warwickshire County Council?

Please email [wccworkexperience@warwickshire.gov.uk](mailto:wccworkexperience@warwickshire.gov.uk) and let us know the following information:

- Your anticipated or actual date of discharge OR who your spouse/civil partner is serving with
- Your branch of service and trade/area of work
- Which department(s) you are interested in
- Why you would like to gain experience within this department
- What dates you are available
- If you are in the WIS category and/or medically discharged the nature of your injury and what adjustments you think WCC may need to make to support you during your work experience
- A phone number to contact you on

### What happens once I've made contact?

Once we know the above information, we will look into the department(s) you are interested in and contact them to see if a placement is possible during the dates you have provided. We will be in touch with you as soon as we have more information and hopefully with the news that we have been able to secure a placement for you! This can sometimes take a few weeks, but please do not hesitate to get in touch with us in the meantime and please do let us know if you have secured a placement elsewhere.

### Will I have to attend an interview before the placement starts?

You may be asked to attend an informal interview or be interviewed by phone before your placement starts to discuss the details of the placement and what you expect from it. This will give you an opportunity to tell us about any particular interests that you have and will help us to tailor the placement to meet your individual needs.

## Departments that offer work experience includes –

Country Parks
Ecology
Heritage & Culture Warwickshire
Information Technology
Insight Service, Data Innovation Team
Legal Services, Law and Governance
Marketing and Communications
Planning, Development & Flood Risk
Social Care
Trading Standards
Transport & Highways
Waste Management

### Country Parks

The country parks team is responsible for ten outdoor recreation sites, including greenways, nature reserves and country parks in Kingsbury, Ryton, Pooley.

The ranger service covers several areas of work; conservation and management of the natural resource, maintaining existing habitats and creating new ones when necessary, visitor management issues, ensuring maintenance and safety of the sites.

A placement in this team would suit those who have an interest in supporting and maintaining the environment, conservation, biology, animals and outdoor education.

### Ecology

Ecology provides ecological information and advice for Warwickshire, Coventry and Solihull. We provide ecological help and advice for local planning authorities, businesses and organisations, consultants, the general public and research students. The advice we provide

is about protected species, habitats, sites of special scientific interest and local wildlife sites and their designation. The ecology group also carries out and advises on ecological surveys.

A placement with the team will involve; assisting the delivery of high quality professional ecological advice and assisting with public inquiries both within the Council and outside the Council.

A placement in this team would suit those who have an interest in nature, animal welfare and wildlife, as well as conservation, preservation and bionomics.

### **Heritage & Culture Warwickshire**

The Heritage and Culture Warwickshire (HCW) offers a taster of different areas of museum and archives work including archaeology, learning and engagement, and business development.

A placement in this team would suit those who have an interest in history, ancestry, and art.

If you are interested in a Heritage and Culture placement, please note that the timetable could involve different start and end times and will possibly involve different locations within Warwick. You will have to make your own travel arrangements.

### **Information Technology**

IT offers various career options, depending on where your interests lie. Roles are varied and include IT project managers, IT business analysts, developers, specialist technicians, service desk advisors, business relationship management and information management.

They are a diverse and innovative service that ensures the council's technology requirements are met today and in the future. This includes managing and developing the key infrastructure that our ICT systems run on and lead on ICT security, ensuring the right access is available, whilst maintaining confidentiality, integrity and availability. They also manage and develop in-house IT solutions using web technology, and also integrate purchased software. Furthermore the department provides IT and educational support and development service across Warwickshire schools.

A placement will involve providing support to a wide range of business applications and devices.

### **Insight Service, Data Innovation Team**

The Insight Team analyses, interrogates and researches data and information from a vast number of sources, using data innovation and digital skills to support their work.

A placement in this team would suit those who enjoy working with data and statistics and who are potentially seeking a career in the IT / Digital sector as a Data Analyst.

### **Marketing and Communications**

Marketing and Communications create and deliver campaigns, deal with proactive and reactive media relations, and produce corporate publicity and information material, internet and intranet applications, general information material, presentations, or specialist marketing materials and events using all available channels. The team acts as brand champion for the council, supporting the development and implementation of the corporate marketing and communications strategy.

A placement will introduce an individual, looking for a career in marketing and communications, to a busy in-house team and give them an insight and hands-on experience. It would suit those interested in media, advertising, publicity and design.

### **Planning, Development & Flood Risk**

Our Planning Team support the highway infrastructure of new developments within the county, and in managing flood risk, we seek to reduce and mitigate flood risk to communities within Warwickshire through partnership working and by adopting a prioritised, economic and environmentally sustainable approach.

### **Social Care**

The primary role of Social Care is to support people, especially the most vulnerable and disadvantaged, to access throughout their lives the opportunity to enjoy, achieve and live independently. We enable people of all ages to live healthier, happier lives by providing needs based support wherever required.

The timetable also could involve different start and end times and will possibly involve different locations within Warwickshire. You will have to make your own travel arrangements.

## Trading Standards

Trading Standards is responsible for the inspection, enforcement and provision of business advice on a number of laws. They look after; product safety, food labelling standards, investigation of doorstep crime, animal welfare and testing and repair of flow meters.

A placement with will include providing administrative support to team members and providing research assistance on projects. It would suit those interested in law enforcement, animal welfare and helping and assisting others.

## Transport & Highways

Transport and Highways ensures the highway network is maintained and developed, evolves and improves the transport network, promotes road safety through engineering, education and enforcement, whilst also providing for the transport needs of the public, school children and adults with social care needs.

They offer a range of career options in transport-related roles, from County Highways, County Fleet Management, Transport Operations, Transport Planning, Design Services, Traffic and Road Safety and Civil Engineering.

A placement in this team would suit those who are considering a career in engineering and have an interest in design, construction and transport.

## Waste Management

Our waste management team is responsible for the disposal of all municipal waste collected by the district and borough councils. The team reduces the quantity of biodegradable waste sent to landfill, works towards targets for minimising waste, increases recycling and composting and provides household waste recycling centres.

A placement with the team will include assisting with the management of the Household Waste Recycling Centres and Transfer Stations, providing support with projects, as well as administrative duties. It would suit those interested in the environment and promoting recycling.

## Apprenticeships

We also provide a range of apprenticeships at Warwickshire County Council. For further information, please contact:

Warwickshire Apprenticeship Hub  
[apprentice@warwickshire.gov.uk](mailto:apprentice@warwickshire.gov.uk)  
01926 418040

For more information regarding work experience at Warwickshire County Council, or if you have any further questions or queries, please email [wccworkexperience@warwickshire.gov.uk](mailto:wccworkexperience@warwickshire.gov.uk) or alternatively you can call us on 01926 418192

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