

Warwickshire County Council  
Communities Directorate

# **ENHANCED WORK EXPERIENCE OFFER**



# Foreword

**Welcome to the Communities Directorate work experience brochure. In this brochure you'll find information about work experience placements available to students in years 10-13.**

Our offer promotes the opportunity to make a difference, and also shines a light on the work of the Directorate to encourage young people to consider the County Council as an employer of choice for the future.

We work in a fast-paced environment and our work experience programme is an exciting opportunity for you to meet the teams and managers and learn valuable experience about the various work activities surrounding the work of the Communities Directorate. We have fantastic opportunities on offer in the following areas:

- **Country Parks and Nature**
- **Transport and Highways**
- **Climate Change and Environment**
- **Engineering and Infrastructure**
- **Economy, Skills and Place**
- **Fire & Rescue**
- **Trading Standards, Community Safety & Resilience**



Warwickshire County Council has its main office base at Shire Hall in Warwick. Alongside spending time at Shire Hall, work experience placements are based at offices, business centres, parks, and depots around the county, and may include the opportunity to join supervised site visits. We are often able to support with transport arrangements too.

We hope you enjoy reading this brochure and we look forward to hearing from you.

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**Mark Ryder**  
**Executive Director for Communities**

# Introduction and how to apply

Here's an opportunity to learn more about the work of the Communities Directorate through our exciting and diverse work experience placements. We offer one-week placements split across a number of teams, designed to give a feel for the range of services we provide across the county.

The County Council takes health and safety seriously. Parental consent is required for any students undertaking work experience under the age of 18.

If you are interested in any of the placements in this brochure, please contact our Work Experience Team via email to [wccworkexperience@warwickshire.gov.uk](mailto:wccworkexperience@warwickshire.gov.uk), with the following information. Where possible, we require at least three months' notice ahead of a placement.

- Full name and contact details
- Dates you would like to undertake work experience
- Name of school / college / university, which year you are in and the qualifications you are studying
- Specific area of interest (from the list on page 1) and a short outline of why you would like to gain experience in these areas
- Any transport and access requirements.

We will be in touch with you as soon as possible, hopefully with the news that we have been able to secure a placement for you. Please be aware that placements cannot be guaranteed as spaces are limited.

All placements will include a session to talk about next steps and future career opportunities. If you are successful in securing a work experience placement with us, at the end of your time with us we would really like to hear about your experience and would like you to tell us what you enjoyed the most and whether there was anything else you would like to have seen.



# Country Parks and Nature

**This is an outdoors-based placement.**

**Warwickshire's Country Parks and Greenways welcome around a million visitors every year.**

**The Country Parks service manages and maintains these green spaces, which cover over 1,200 acres of woodland, wetland, grassland, play areas and built facilities, and are a haven for both people and wildlife.**

On work experience with us you will be keen to get your hands dirty and be out in all weathers. The placement would require all aspects of practical outdoor work including use of sharp tools, wheelbarrows, and manual handling. The activities you will be involved in will partly depend on the time of year, from vegetation clearance and path maintenance to wildlife surveying and pond maintenance. You may also have the opportunity to assist in delivery of our

schools outdoor education programme and health and wellbeing activities, including den building, minibeast hunting, pond dipping or helping out with activities for pre-schoolers.

We will give you the opportunity to find out more about the managing and running of the service, including how we generate income and what we have to spend the money on, as well as how the service contributes to delivery of the Council's objectives around education, health and tackling climate change.

Based at either Kingsbury Water Park in North Warwickshire or Ryton Pools Country Park between Leamington Spa and Rugby, you will be working around the public and with volunteers, so being polite and courteous is very important, as is a keen eye on yours and others health and safety. Above all, we'll make sure you have a fun time, working with some great people and learning as you go.



# Transport and Highways

**This placement includes spending time with our County Highways; Transport Planning; Road Safety; Transport Delivery; and Planning teams.**

County Highways are responsible for the roads and highway assets within Warwickshire and have a number of teams who work to ensure we keep the county moving by maintaining, designing, and planning improvements to the existing road network. You could get to meet and work with a range of teams across this diverse area.

Transport Planners have to consider what the future will look like and recognise that their actions will help to shape it. They have to devise ways to address some of the most serious and complex problems facing us all; be able to work across disciplines and put the pieces of the transport jigsaw all together; and make transparent decisions and communicate complex issues to the public, key stakeholders, and politicians.

Road Safety engineering and education both work closely with partner organisations. The County Council has recently adopted a Vision Zero strategy aiming to eliminate road deaths and severe injuries by the year 2040 and there is a broad variety of opportunities that will help

us deliver on these ambitions. Our teams focus on behavioural change, supporting schools to deliver road safety education programmes, and also work to identify patterns at locations where road collisions are happening to identify solutions to eradicate future incidents.

The Transport Delivery team manages all operational aspects of passenger transport throughout Warwickshire. They plan, coordinate, publicise and monitor all local bus services and also manage the home to school transport service, which includes special transport for children with learning disabilities.

The Planning team supports the County Planning Authority process; investigates potential breaches of planning control; and undertakes enforcement action as appropriate. The service also acts as the Highway Authority to provide highways advice on all planning applications which have an effect on the highway network, and carry out technical approvals for minor works and residential estate roads to be offered for adoption.

This placement would suit those who have an interest in transport infrastructure, planning, administration, finance, or public relations.

**Locations: Budbrooke Depot, Warwick, CV35 8RH; Coleshill Depot, Coleshill, B46 3HL; Hawkes Point, Warwick, CV34 6LX; and Shire Hall, Warwick, CV34 4RL.**



# Climate Change and Environment

**This placement offers time with our Recycling; Active Travel; Flood Risk Management; Forestry; and Ecology teams and may involve some outdoors-based work.**

The Recycling service is responsible for the disposal of all municipal waste within Warwickshire and looks to reduce the amount of waste sent to landfill through education. The service is responsible for nine Household Waste Recycling Centres and three transfer stations across the county. Students may be able to shadow the delivery of workshops and assemblies in schools or home composting workshops, as well as undertaking bin audits and website and social media work.

Active Travel means getting about in a way that makes you physically active, like walking or cycling. It usually means short journeys, like walking to the shops or local school, cycling to work or to see friends and family, or cycling to the train station. Many journeys people make using cars are under five miles, so there's real potential to swap the car for walking and cycling. Encouraging more active travel has become a really important priority for Warwickshire as it brings lots of benefits including public health and air quality, road safety and reduced carbon emissions.

As Lead Local Flood Authority for Warwickshire, the County Council works to reduce and mitigate flood risk to communities. We do this through working with communities to understand their flood risk, delivering capital projects, reviewing major planning applications, regulating Ordinary Watercourses, and carrying out flood investigations.

The Forestry service provides a tree management service to the County Council, and we also have our very own tree nursery! They inspect and maintain approximately 100,000 trees on County Council property

including public highways and at Council maintained schools. The team also carry out work for third parties. Students may be able to spend time with operational tree gangs and tree managers, depending on aptitude, fitness, and available project work.

The Ecology, Historic Environment & Landscape service provides advice to promote, protect and enhance Warwickshire's urban and rural landscapes and its natural and historic environment assets. They manage and maintain data and information within the Warwickshire Biological Record Centre, the Warwickshire and Solihull Historic Environment Records and the Warwickshire Landscape Characterisation Project, and use these records to advance our understanding of Warwickshire's past, present and future.

This placement would suit those who have an interest in climate change, net zero, nature, archaeology, landscape, arboriculture, forestry, horticulture, and grounds maintenance, as well as those interested in looking at how to manage information and how it is used to deliver high quality professional advice.

**Locations: Budbrooke Depot, Warwick, CV35 8RH; Coleshill Depot, B46 3HL; Hawkes Point, Warwick, CV34 6LX; Henley in Arden Depot, B95 5QE; Snitterfield Tree Nursery, CV37 0PL; and Waste Management sites around the county.**



# Engineering and Infrastructure

**Engineering Design Services** is where our Civil Engineers are based. Our engineers specialise in two of the main fields of civil engineering – transport and structures. Their purpose is to provide advice, design capability, contract preparation and site supervision in the fields of highways, traffic control and information systems, bridge maintenance and bridge and structural design. Our Civil Engineers will plan and design new roads and improve safety on the existing system. Our Structural Engineers design bridges, channels, and watercourses, retaining walls and structural parts of County Council buildings.

The Infrastructure team leads negotiations with developers to secure infrastructure that supports the growth of Warwickshire, ensuring this is achieved in a way that supports the wider aims of the county and supports our residents. HS2 (high speed rail) are a significant developer in the county currently and the team are leading Warwickshire's engagement with the project.

This placement would suit those with an interest in engineering or construction.

**Locations:** Shire Hall, Warwick, CV34 4RL; and site visits (availability permitting).



# **Economy, Skills and Place**

**The Economy and Skills team offer a range of supportive services and funding opportunities with a joint ambition to help Warwickshire's communities and its economy grow. From investing in start-up businesses, supporting businesses to land in Warwickshire, providing office space or promoting careers and skills support in partnership with business and education, the team have a lot to offer.**

Our Place function coordinates efforts to develop and maintain places in Warwickshire to deliver the needs of those who live in and visit the county. This includes leading on large long-term regeneration projects and coordinating events to create enlivened and vibrant places that stimulate the local economy and support the tourism industry. A recent example of this is Warwickshire's part in hosting events as part of the Commonwealth Games 2022.

This placement would suit those who have an interest in the economy, customer service, business, employability and skills, partnership working, and the future development of place in the county.

**Locations: Eliot Park Innovation Centre, Nuneaton, CV10 7RH and Shire Hall, Warwick, CV34 4RL.**



# Fire & Rescue

**Students undertaking this placement would spend time with and get an inside look at our Warwickshire Fire & Rescue Service. Students would have the opportunity to see first-hand what it's like to work in a modern Fire & Rescue Service.**

There is the opportunity to understand various aspects of the Fire & Rescue Service, including prevention, protection, and response. You may be able to spend time with Fire Control, Fire Safety, or Protection Teams; at our training and development centre or shadowing operational crew training. There may also be the opportunity to see how we keep things running smoothly in our Transport & Technical department.

This placement would suit any students with a keen interest in Fire & Rescue and affecting change within communities. Come and see how a career in Fire & Rescue could be right for you!

**Locations: Leamington Fire Station, CV32 5LH.**



# Trading Standards, Community Safety & Resilience

**Our Trading Standards service is responsible for the inspection, enforcement, and provision of business advice on several laws controlling the accuracy, description, price, quality, quantity and safety of goods and services. Trading Standards is made up of five teams including Fair Trading; Food Quality; Weights & Measures; Product Safety; and Animal Health & Welfare.**

Community Safety is one of the broadest and most diverse service areas in the Council. It covers anything from dog fouling to modern day slavery, from criminal damage to drugs and county lines criminal exploitation. The essence of community safety is building strong relationships across partner agencies such as the police, criminal justice services, health, schools, and voluntary and community sector partners. Most importantly it's about working with communities as the

solutions often lie within those communities affected by crime and the fear of crime.

Our Emergency Resilience Service works in partnership with Coventry and Solihull Councils to fulfil duties under the Civil Contingencies Act 2004 towards emergency planning and response. The team delivers a 24/7 duty system in response to any incident occurring within an area of 870 square miles, serving a resident population of over 1 million. The team works to assess the risk of emergencies occurring; puts emergency plans in place; ensures business continuity; as well as making information available to the public about civil protection matters.

This placement would suit those in Year 12 and above who are interested in exploring a career in the Police Service, with an interest in criminal or social justice, data analysis, affecting change within communities, partnership working, law enforcement, animal welfare, or civil protection.

**Locations: Shire Hall, Warwick, CV34 4RL; Budbrooke Depot, Warwick, CV35 7DP; Leamington Justice Centre, CV32 4EL; and Nuneaton Justice Centre, CV11 4AA.**

