Project Information

We have the following projects on offer:

2019 Birmingham, Solihull and Sandwell Jazz and Blues Festival
An exciting opportunity to assist with the organisation and delivery of the Jazz and Blues Festival event including consultation, planning, promotion and logistics. This is perfect for someone with an interest in the arts specifically music and events management.

West Smethwick Park Refurbishment Project
Do you have an interest in regeneration? Do you have what it takes to work on a live construction project? Are you studying towards a Building Construction/Quantity Surveyor degree? If yes, then read on! With the refurbishment due to take place of West Smethwick Park and the new pavilion, this project would be the ideal opportunity for someone who has completed a placement year and are on their journey towards becoming a Quantity Surveyor. Key areas of activity will include tender documentation preparation, on site measurement of dilapidations and bill of quantities production. An amazing opportunity not to be missed!

HR Systems Improvement Project
Working in a fast paced, supportive Human Resources environment, you will help with the delivery of key improvement projects within the Resourcing team. Resourcing is responsible for all talent acquisition activity and is committed to providing excellent customer service. We are currently developing how we use our candidate management system, and you will help to implement and embed these important changes. You will also help us to convert our vacancy approval process from a paper to an online process. If you have an interest in Human Resources, are creative in your approach and enjoy working as part of a team, then we want to hear from you.

Customer Service Centre and Sandwell Locals
Are you a good communicator and can challenge when required? If so, then this could be the perfect role for you! The aim of this project is to provide a first-time call resolution to customers contacting the Customer Service Centre initially for services relating to Housing Management. Working closely with the Transformation team, you could be on your way to help make a real difference!

Taxi Licensing Fees Review
The ideal opportunity for all you number crunchers out there! The Taxi Licensing team need to complete a fundamental review of licensing fees and how they are used to fund the long-term delivery of the service. In addition to this, you will be required to map out several processes. If you enjoy data analysis, can interpret financial information and you have an interest in financial processes and can work using your own initiative then this could be an excellent role for you!

Sandwell Bereavement Services
If you enjoy researching, have great written communication skills and have an eye for attention to detail, then read on! Sandwell Bereavement Services are looking for an intern to assist in reviewing existing cemetery and crematoria rules and regulations and create a new meaningful online document for Sandwell Bereavement Services. By working with lead officers, you will be given the opportunity to establish rules and regulations which will be made available to all service users.
Collaborative Technology Adoption
Do you love technology? Are you confident enough to present to small and large audiences? If yes, then this is a fantastic opportunity to help and develop a value-added service for the council’s workforce! ICT are looking for an intern to assist with a continuous transformation programme. They are piloting several collaborative solutions and need an intern to be able to develop a blend of training options for staff across the council, so they can understand how to use these new technologies. You will be involved in developing online guides/how to videos, facilitating technology refresh handovers and create, schedule and deliver training sessions.

Decision Making Refresh
If you have a political awareness, excellent communication skills and you can successfully project plan then this project is perfect for you! Democratic Services are looking for an intern to explore new ways of working. A key area of governance review is to ensure the council has effective decision-making processes. The findings of the review will have an impact upon how the council works. You will be supporting the review of the decision-making arrangements and a refresh of CMIS (Committee Management Information System). Here you will be engaging with stakeholders, help with project planning and set up engagement sessions/ workshops to pilot new systems.

Improving the right first- time repair rates within Gas Services
Are you a good communicator? Are you organised? Is good customer service important to you? If you understand the construction industry and supply chain management then this could be the ideal role for you! Gas Services are looking for an intern to establish systems to be implemented to improve the first- time completion rates of gas engineer’s repairs. You will be involved in establishing what the barriers are with the current system and will work closely with employees and suppliers to establish recommendations and implement a system for the improvements.

Better Care Fund Programme
An amazing opportunity if you have great business analysis skills! Adult Social Care are looking for an intern to support various projects incorporated within the Better Care Fund Programme where helping individuals maintain support within their homes and lives is high on the agenda! The objective is to facilitate the integration of health and social care services and to do this the intern will be involved in identifying business/lean processes or systems for various projects, analysing data, working with key stakeholders and identifying performance improvements.

SHAPE Programme
An exciting opportunity for anyone who enjoys coordinating events! Can you communicate well with young people? work as part of a team? Are organised and can be flexible to work evenings and weekends if required? The SHAPE programme is a child’s voice initiative now in its fifth year of operation. It has been an extremely successful programme and is dedicated to listening to the child’s voice and involves young people in all events, consultations and activities. You will support the line manager to plan and organise events in particular the SHAPE Youth Festival which is a community event showcasing services available for children and young people. A DBS check may be required for this role.

Synergy Education Management Information System Implementation
If you have an interest in education and ICT systems, then this may be ideal for you! Here you would be part of the project team for the implementation of the new Synergy Education Management Information. This will involve you carrying out project planning activities, working with individual teams within Education and you will attend and setup meetings and training, work through the set-up of new processes with the teams and assist with user acceptance testing. A DBS check will be required for this role.
Litigation Improvement Group

If you would like to work within the legal team and you are well organised, able to multi-task, ICT literate and can communicate well then this is a great opportunity for you! As the transformation programme continues to progress, Legal and Assurance are now starting to think about how they want their teams to work. You will have a key role in coordinating and assisting in these projects by keeping track of tasks, producing updates and assisting with staff communication. A perfect opportunity to help shape the way that Legal and Assurance will work in the future and a great way to get an insight into the workings of a legal office.