# Plan for Employability and Skills

# Summary

This is an exciting opportunity to do a paid work placement on a project for the Welsh Government to support delivery of the Plan for Employability and Skills. The successful applicant will work closely with Welsh Government officials and stakeholders to research and develop a varied range of research outputs and support the Welsh Government in their research process. The applicant will have the opportunity to apply research skills in a policy environment, further develop generic skills (such as report writing or making presentations), and to enhance their knowledge of research outside academia.

# The Organisation

The Welsh Government is the devolved Government for Wales with responsibility for the economy, education, health and the Welsh NHS, business, public services and the environment of Wales.

Specifically, the internship will be based within Knowledge and Analytic services (KAS). KAS provides the collection, analysis and presentation of research and data for policymakers and the general public in keeping with professional standards. They offer independent evidence to understand, develop, implement, monitor and evaluate government policies. KAS also supports policy colleagues with policy development, implementation and delivery.

# The Internship

The intern will be part of the team working on employability and skills policy and the internship will provide an exciting opportunity to work at the heart of Welsh Government. The internship will require working closely with policy officials and researchers, and will provide an opportunity to apply research skills in a policy environment, further develop generic skills (such as report writing or making presentations), and to enhance policy knowledge.

The successful candidate will benefit from development opportunities offered centrally by the Welsh Government, potentially including mentoring, shadowing, peer support and training.

Interns will benefit from the experience of working closely with the Welsh Government:

* Gaining a better understanding of the world outside of academia and increasing employability, using their knowledge and skills to contribute to the work of the Welsh Government.
* The intern’s colleagues at the Welsh Government can offer an insight into the intern’s PhD project that can contribute to the success of their thesis’, as well as networking opportunities within the policy arena linked to their research area
* Transferable skills and knowledge
* Time management skills
* Report writing skills

# The Project

The Plan for Employability and Skills was published on 8 March 2022 - [Stronger, fairer, greener Wales: a plan for employability and skills | GOV.WALES](https://gov.wales/stronger-fairer-greener-wales-plan-employability-and-skills?_ga=2.151550969.1711585584.1663156731-773418377.1643790808)

Delivery and implementation of the Plan will be overseen by a Board, which will have a key role to play in coordinating cross-government delivery of commitments in the Plan, and having strategic oversight of progress on indicators, milestones and labour market data, to include but not limited to those set out in the Technical Annex of the Plan.

The Board requires a PhD intern to analyse and synthesise existing data to inform delivery of the commitments set out within the Plan, which in turn support the five strategic objectives set out in the Plan. The Board will require relevant data, evidence, research and commitment-level information to support its function. Much of this information is available through existing mechanisms, however, there is a need for supporting evidence to be gathered and presented to the Board across the 50 commitments and the 5 strategic objectives.

The Plan puts the Programme for Government (PFG) at the heart of everything we do – to ensure nobody is left behind, nobody held back, through a shared commitment to changing people's lives for the better - [Programme for government: update | GOV.WALES](https://gov.wales/programme-for-government-update)

The Plan signals clear policy and investment priorities, to sharpen our delivery focus and the activity of partners, on actions over this Government term that will leave a positive legacy for future generations.

It reaffirms our longer-term goals to accelerate progress across the first set of National Milestones laid in December 2021, and drive a collective response across all public bodies subject to the Wellbeing of Future Generations Act.

The Plan itself comprises 50 commitments that support progress towards the 5 strategic objectives which are:

* Promote youth participation, progression and employment,
* Tackle economic inequality,
* Promote Fair Work for all,
* Support people with a long-term health condition to work,
* Raise skill and qualification levels, and mobility of the workforce.

Anticipated project outcomes:

* High quality data and analysis to aid the understanding of how the plan is being implemented and whether the objectives are being met;
* 2/3 topic specific ‘Insight Reports’, potentially including, but not limited to: an understanding of the needs of the priority groups of individuals supported by the Plan and the extent to which the plan is delivering those needs; the cost of living crisis and impact on the Plan; and the impact on the Plan of the wider changing political, social and economic landscape. Examples of the topic reports we are likely to require include: an analysis of the alignment and impact of the Plan on other Welsh Government commitments, such as the Anti-Racist Wales Action Plan; and, the changing needs of individuals’ skills requirements given the cost of living crisis.
* Analysis of policy documents and a series of literature review to support implementation of the Plan within the context of the 4 nations approach to employability and skills;
* A technical report which would include the following:
* A review of what the data can tell us
* A discussion of the different types of analysis which could be used on the survey data and recommendations on the best approach to use
* A summary of the results of the analysis.
* Annotated syntax for carrying out the analysis, including any data preparation work (e.g. recoding of variables)
* A presentation to analytical colleagues and policy officials on the findings of the report in the first instance and to the Board thereafter.

# Internship responsibilities and requirements

The internship will last for six months during which time the students PhD project will be paused by their home institution. The student will be paid the equivalent of their stipend during their internship. Over and above leave policies, time for existing PhD commitments can be arranged on discussion with line managers. E.g. research groups meetings and conference presentations. Applications are encouraged from part-time students.

It is anticipated that the successful applicant will work in a hybrid way between home and a Welsh Government office during their internship. This may change depending on Welsh Government policy. Any changes to working arrangements will be discussed with successful applicants.

The internship will last for a period of six months full-time or the part-time equivalent. For students registered on a part-time studentship, this internship is available on a part-time basis over a longer time frame (no fewer than three days a working week), this would be negotiated between the WG and the successful applicant. If you would like to be considered on a part-time basis, please specify your preferred working hours on the application form.

Student specification

## The student must have:

* Ability to analyse qualitative and quantitative data
* Experience in conducting interviews with policy officials
* Strong data analysis skills including of regression analysis and experience of working with quantitative survey data.
* Experience in handling/manipulating data, in Stata or SPSS.
* The ability to produce cross-tabulations, well designed charts and to produce concise, well written documents presenting technical material in an accessible format.

# Start date of internship

March 2023 (exact date to be negotiated). There may be some flexibility dependent on individual circumstances.

# Funding and costs

Reasonable travel and accommodation costs for students not normally based in Cardiff can be met. Requests should be consistent with Wales DTP guidelines. Applications from students requiring additional funding for travel and accommodation will not be treated less favourably. For any queries on this please contact Carole Baker at the Wales DTP on: [enquiries@walesdtp.ac.uk](mailto:enquiries@walesdtp.ac.uk)

# Security

The Welsh Government’s vetting procedures (which apply to temporary as well as permanent staff) involve the completion of a Baseline Personnel Security Standard (BPSS) application form and a Security Questionnaire for the purpose of security vetting.

This process requires the applicant to produce in person three original forms of identification documents, one of which should be photographic (passport, new driving license), one document should showing their current address, plus one of: a utility bill, birth certificate, P45 or P60.

# Queries

Any queries relating to the post or application process should be directed to David Heath – david.heath@gov.wales