



Work Experience with the Council
working with Cambridgeshire Connexions



January 2008

Welcome to South Cambridgeshire District Council

What do we do?

The Council provides a range of services to residents and visitors in our district:

- Refuse collection, recycling, street cleaning
- Planning – both big housing developments and small extensions
- Housing and sheltered accommodation and a repairs service
- Council tax collection and payment of housing benefits
- Leisure, Sports and Arts

.....and these are only a few of the services we provide. The Council also has a range of support services such as its own legal team, accountants, human resources, ICT and communications.

Because the Council exists in a political environment, there are also elections staff and democratic services staff who support elections and committee processes.

What are Councillors/Elected Members?

Councillors are representatives who are chosen by their communities to represent the views of residents. The district area that the Council covers is divided up into smaller areas called Wards or Parishes. Each Ward holds elections, normally every four years to elect a Councillor – you may remember polling stations in your own village, perhaps someone that you know has been to cast their vote.

Once a Councillor has been elected they will represent the views of their residents and they will take part in committees and meetings to discuss issues and decisions in relation to matters which affect the district.

How are decisions made?

Decisions are made by the Council. Councillors consider issues and policies and, through the democratic processes and open debate at meetings, they make decisions by voting for the option that they consider to be in the best interests of our residents.

What sort of job opportunities are there?

The Council offers a range of career options such as administration, environmental health officers, planners, housing officers and accountants, just to name a few. All of our job vacancies are advertised on our website and in newspapers and professional magazines. If you are interested in working for the Council in the future please ask your supervisor or a member of the HR team.

We hope that you have an enjoyable and interesting time with us.

What will I do during work experience?

Spend time in a variety of work areas – you will visit a number of different service areas during the work placement.

Meet lots of different people – we employ over 450 staff, some work in the Cambourne office, some at our depot at Waterbeach and some at our sheltered housing schemes. During your time with us you will meet managers, professional officers and support staff.

Have a go at different tasks – we hope to offer you the chance to do general office tasks including computer work, photocopying and filing. From time to time we can offer other activities such as accompanying one of our officers on a visit to another work locations.

Learn about democratic processes – this is a great opportunity to learn about political decision making, you can ask questions and find out what will happen when you reach voting age.

What should I expect?

This is a real experience of work, although there may be some activities that you are not permitted to do if they pose a risk to young people

You will be treated as an adult – you are responsible for your own actions and for your own health and safety in the work place

Work normal office hours – usually 9am to 5pm.

You must ask lots of questions – find out as much as possible. We may have some helpful leaflets that you can take for any school project that you might be working on.

You will be expected to complete a work book which will be issued to you by your school – please ask us to help you with this.

What should I wear?

If you are working in the offices at Cambourne you should wear smart clothes and shoes. You do not have to wear a jacket or tie but you should aim to look presentable and businesslike. You shouldn't wear jeans, trainers or t-shirts.

If you are working at another site you should check with your supervisor beforehand and they will advise you of what clothing/footwear will be suitable.

What about lunch and refreshments?

In our Cambourne office, we have a small café area where you can buy sandwiches/rolls, hot food like jacket potatoes. There is a vending machine for chocolate and crisps. We also have fridges if you want to bring your own packed lunch. There is tea/coffee making facilities, drinks machines on each floor and a vending machine with cold, canned drinks.

Alternatively, Morrison's supermarket and a few small shops are a short walk from our Cambourne office.

At other sites there will be drink making facilities and small kitchen areas but no café facilities.

Will someone from my school visit me?

It is normal practice for your school teacher or work experience coordinator to visit you during your work experience.

Confidential Information

While you are with us you may see information about people who live in the district, they may even be people that you know. You must treat this information as confidential and you should not

discuss it with anyone outside of the Council. This information is covered by the Data Protection Act and it is an offence to repeat information or share details with others.

Likewise, you must not take or copy any written documents unless you are instructed to do so by your work supervisor.

What should I do if I am unhappy or concerned about anything?

Your work experience programme has been discussed and agreed with the Cambridgeshire Connexions advisor and your school however if you feel unhappy, worried or anxious about anything whilst you are with the Council please discuss this with your work supervisor or a member of the HR team on the 2nd floor.

Getting to work

You may have arranged to get a lift or to cycle or use the bus. A number 4 Citi bus does stop outside the Council offices and you should check timetables for information on services.

What should I do if I am unable to come to work?

You must telephone the HR team on 01954 713299 or 01954 713291.

Emergency Contact details

We will need the contact details for your parents/guardians in the case of an emergency. Please fill in the attached form and hand it to a member of the HR team.

My Emergency Contact details

My parent/guardians name.....

You can contact them:

.....daytime number (work/home)

.....mobile number

Home address:.....

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My doctor's name and address:

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Do you have a medical condition or disability YES/NO (if Yes, give details)

Is there anything that will affect your ability to undertake any aspect of this work placement? YES/NO (If yes give details)

I am take medication regularly YES/NO

If yes, what medication are you taking?.....