

Rocket Science UK Ltd

Research Intern – Edinburgh



Clare Hammond
Senior Consultant
Rocket Science UK Ltd
2 Melville Street
Edinburgh EH3 7NS

0131 226 4949
clare.hammond@rocketsciencelab.co.uk

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Rocket Science UK Ltd

We are a small specialist consultancy working across the UK from our offices in Edinburgh, Newcastle and London. We are committed to making a difference to the lives of people and communities and we work with Governments, their agencies and the charity and voluntary sector to...

- Provide evidence and insight to design services, review performance and evaluate impact
- Develop systems, structures and partnerships to deliver great outcomes
- Design programmes to ensure services and support reach those that need it most
- Optimise social and best value through innovative and practical ways to make client's money go further
- Helping organisations improve their impact and become more resilient.

We have a particular focus on employability, skills and education; economic development and regeneration; rural development; and health.

We have a long standing and highly regarded internship programme and we provide careful support and a structured experience of practical work to help interns develop their skills and experience. For more details on all aspects of our work and company go to <http://rocketsciencelab.co.uk/> . We have just been accredited at Silver Standard for both Investors in People and Investors in Young People. We were one of the first businesses in Scotland to be accepted in terms of the Scottish Business Pledge.

We are now looking for an energetic, curious and committed intern to support our work between June and August 2017 period in our Edinburgh office.

Research Internship - Job Description/Person Specification

Job Title:	Research intern
Purpose of Job:	To support work on a range of projects in the areas of employability, health and education and other projects across Rocket Science's specialist areas
Location:	Rocket Science Edinburgh office, but working throughout the UK as required
Accountable to:	Senior Consultant
Time period:	1 June – 31 August 2017
Salary Scale:	£15,307.50 per annum pro rata

Key areas of responsibility

1. To undertake research/policy work including: content and data analysis; analysing and interpreting policy, legislation, statistics and other information; identifying good and bad practice; and forecasting trends and future developments
2. To assist with the development of ideas, products and services on behalf of Rocket Science and/or its clients and in the context, where appropriate, of different public-policy initiatives
3. To contribute to the production of proposals, reports and briefings in appropriate forms which may include newsletters, articles, letters and mailings, in paper and electronic form
4. To support the analysis of surveys and consultation exercises.
5. To undertake other duties and tasks appropriate to the post as may be required from time to time.
6. To work with Supervisor to ensure that the internship will meet their specific development needs and ensure that there are opportunities put in place to meet these needs

Skills and experience

The person we are looking for is likely to have completed a relevant degree and be partway through or about to start their post-graduate study and be looking for practical experience as they develop their skills and career.

Candidates will be expected to have:

- An understanding of the public policy context in Scotland
- Insights into employability, education or health related research
- Strong written communication: ability to clearly articulate a story by bringing together evidence from a range of sources (primary and secondary sources) about complex policy issues
- Strong data analysis skills including advanced Excel and graphical presentation of patterns and trends
- Effective oral communication including some of the following: group facilitation, presentation, contribution to meetings (internal and external), interviewing (telephone and face-to-face) and running focus groups
- Ability to work independently and initiate, plan and prioritise workloads and meet deadlines
- Ability to think creatively and offer ideas in designing our approach to tasks
- Ability to make positive contributions to internal and external teams
- Understanding of how to use IT effectively and appreciate the potential of IT-based solutions and tools to enhance our services to clients

- Some knowledge and/or experience of systems analysis would be helpful but not essential.

The way we work

Our values guide the way we work and the way we develop as a company. Rocket Science interns should demonstrate their commitment to these and behave in ways that are consistent with these:

- Being accessible and responsive to our clients' needs
- Making a difference
- Finding creative and practical solutions
- Learning and sharing
- Achieving excellence by offering a professional and efficient service
- Working with clients rather than for clients
- Investing in our people
- Enjoying what we do.

If you want to discuss any aspect of this opportunity please contact Clare Hammond on 0131 226 4949 or clare.hammond@rocketsciencelab.co.uk

Application

Please apply by letter and CV by 1200 on **Tuesday 9th May 2017** to:

clare.hammond@rocketsciencelab.co.uk

Your letter should set out:

- What you will bring to the internship and to Rocket Science
- The extent to which you meet the requirements set out in the Skills and Experience section
- The skills and experience that you would like to gain during your time with Rocket Science
- Your current degree and what you intend to be studying from September 2017, if you are returning to university.

Please include a recent essay or assignment – ideally on a topic relevant to our work.

We will hold interviews with shortlisted candidates early in the week of 15th of May 2017.

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April 2017