

Internship/Placement – Net Zero Carbon Campus x 2

Job Ref:

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description:	Internship/Placement x 2 posts
Job Grade:	Administrative Services Grade 3
Working hours:	37 hours per week
Dates:	Fixed term internship for 10 Months to start in September 2023.

Job Purpose:

This post will investigate the energy performance of the University buildings and the development of a digital twin of the campus. Both tasks will contribute to the University's goal to have a net-zero carbon campus.

Job Duties:

- To undertake investigative and development work as defined by the designated supervisors.
- To work as a committed member of the project and university team.
- To present progress and results to the supervisors and University groups (where appropriate)
- To assist in the dissemination of results arising out of the project.
- To prepare a written reports to the University
- To maintain confidentiality where appropriate and to ensure that intellectual property (IP) agreements are met.
- To work effectively with relevant administrative, technical and academic staff in the school and across the University.
- To engage in training programmes in the University (e.g. through Staff Development) and elsewhere as required.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points to note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The postholder must be in the middle years of their current Undergraduate programme.

Please note that the postholders details and project details will be submitted to the project sponsor (EPSRC) where appropriate.

Person Specification

Your application will be reviewed against the essential criteria listed below. Stages of assessment are as follows:

1 - Application

2 – Interview

Essential Criteria

Area	Criteria	Stage
Skills and Abilities	Strong written and oral communication skills	1,2
	Self-motivated with strong organisational skills and ability to meet deadlines	1,2
	Strong interest in building performance and/or digital modelling	1,2
	Ability to critically assess and analyse findings	2
	Ability to develop and maintain professional relationships with a range of people, including working as part of a team	2
	Aptitude for problem solving and creativity	2
	Ability to work independently	2
	An awareness of working ethically, and the ability to maintain academic integrity	2
	Aptitude for developing the skills to write project reports and make presentations	2
	Aptitude for developing knowledge of relevant Health & Safety issues	2
Training	A willingness to engage in personal and professional development	2
Qualifications	Registered on a relevant UG degree	1
	On target to achieve a 2.1 UG degree in June 2023	1,2

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Organisational Responsibility: The post holder reports to the Supervisors who will set daily/weekly tasks and oversee the growth of the internship.

Condition of Service

The appointment will be 37 hours per a week fixed term for 10 months, starting on 1 September 2023. The salary will be within Administrative Services, Grade 3, SP7 £21,254 pa.

The appointment will be subject to the University's normal Terms and Conditions of Employment for **Operational and Administrative** staff, details of which can be found at: <http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html> .

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

