

# Spring 2017 Internship Programme (SPR1701)



## Welcome from the Director

I am very pleased that you are interested in applying for an internship position at the Institute for Government.

The Institute was established around eight years ago with the aim of making government more effective and improving the way it makes decisions. Our aim is to be a catalyst for improvements in government - we don't just conduct research but work closely with people in Westminster and Whitehall to fulfil our mission.

We offer you the opportunity to be a core part of an organisation which is making an impact in the world of government and politics and to work in a stimulating and challenging environment. We are based close to Whitehall and Westminster and offer excellent working conditions.

Interns are an important part of the Institute. They are integral members of our project teams – at the moment working on challenges facing government to deliver the UK's exit from the EU, tax and budgetary policy, devolution across the UK, and on our data-driven analysis of government, the Whitehall Monitor.

We are keen to provide opportunities for our interns to learn and develop at the Institute. As well as working with colleagues from a wide range of backgrounds and experience, interns have opportunities to enhance their skills through training courses and informal skill sharing sessions.

Interns are also encouraged to attend our rich and varied programme of events. In the last few months we have hosted numerous events including several discussions on the implications of Brexit, a conversation among the last six heads of the civil service, and a speech by former Australian Prime Minister Julia Gillard.

You can read more about what we do on our website as well as in this information pack. If that whets your appetite, I very much hope you will consider joining us at IfG.



Bronwen Maddox  
Director, Institute for Government



# Internships at the Institute for Government

The Institute for Government is currently inviting applications for our spring 2017 internship programme (Job Reference: SPR1701), starting in **March 2017**.

## What we are looking for

We are looking to take on a number of interns in March 2017 to work across the research and learning team. The precise nature of each internship will vary according to the needs of projects, but past interns have found themselves carrying out literature reviews, conducting interviews with MPs and civil servants, organising events, undertaking data collection and analysis, presenting research findings to colleagues, writing blogs and contributing to published reports. Interns are also required to help out with some administrative and other tasks.

Applicants should be confident and reliable graduates with:

- An excellent academic record,
- A degree/predicted grade of 2:1 or above or international equivalent,
- Knowledge of or interest in government in the UK and elsewhere,
- Strong organisational and research/analytical skills,
- The ability to communicate effectively both verbally and in writing,
- Commitment to the values and mission of the Institute for Government.

Applicants should be available to work on a full-time basis. Internships are offered for three months in the first instance. There is the potential to extend – normally to a maximum of six months – subject to strong performance.

## Our offer to you

We offer you the opportunity to:

- become a full member of the research and learning team in a highly-respected institution at the heart of Westminster with close connections to government and all political parties;
- take a fresh, evidence-based look at a range of issues, to improve the Institute's understanding of problems facing government, and to help develop innovative solutions to these problems;
- work with other Institute staff and external partners to deliver the Institute's research and learning programme;
- work on projects combining traditional research with practitioner and expert workshops and stimulating public and private events.
- contribute to high quality written reports and discussion papers, presentations, seminars and other events.

## Our current work programme:

Our work programme is structured around the following themes:

- *Policy making* – with a current focus on tax policy making and infrastructure policy making.
- *Brexit* - the UK's future relationship with the European Union.
- *Whitehall* – transforming the civil service, from digital change to the centre of government;
- *Public services* – looking at issues such as long-term planning in health
- *Devolution* – including the future of mayors, and decentralisation;
- *Leadership for government* – including our landmark series *Ministers Reflect*;
- *Parliament* - the role of parliamentary committees, and the future of the Union; and
- *Whitehall Monitor and Performance Tracker* - a data-driven perspective on government.

# About the Institute for Government

## Who we are:

The Institute for Government is the UK's leading independent think tank promoting more effective government. We work with all the main political parties at Westminster and with senior civil servants in Whitehall, providing fresh thinking through research, events and leadership development.

## Our mission is:

To help to improve the effectiveness of government in the UK.

## Why is that important?

Good government is one of the most important factors driving the UK's social and economic performance and the health of democracy. But while Whitehall ranks among the world's best administrations, the sheer scale of today's political challenges demands ever more capable leadership from government, and challenges public trust in institutions. The Institute's role is to inform and support the process of improvement, working at the highest levels of politics and the civil service to improve capacity and provide evidence-based advice that draws on best practice from across the globe.

## What we do:

We focus equally on the needs of all political parties and of senior decision makers across Whitehall. We stimulate change by challenging current thinking and providing new ideas and models for shaping and developing better government.

## How we do that:

- We undertake high quality qualitative and quantitative research, focused on the mechanics and processes of government, producing practical recommendations for change.
- We provide tailored development opportunities for senior decision makers and their teams.
- We offer consultancy and advice to departments and political parties, leading and shaping opinion on improving performance and effectiveness.
- We organise and host regular high-level events addressing different aspects of government in the UK and internationally.
- Our headquarters are also a meeting place where senior officials from across Whitehall can discuss the challenges of making government work and access practical insights from public servants, academics and opinion formers from across the world.

## Our core values:

We seek in all our activities to be:

- **Innovative:** we will push at the boundaries of current knowledge, exploring and experimenting with diverse approaches to find the best solution.
- **Rigorous:** we will be thorough and precise in our methods and aspire to produce the highest quality data and services.
- **Impartial:** we will be neutral and politically non-aligned.
- **Trusted:** we will earn the confidence of all those we work with, being open and challenging as well as a trusted guardian of knowledge.

## Comments from past interns

**George Miller** (now working at HMRC on the Civil Service Fast Stream)

*“The Institute for Government offers its interns the opportunity to make a meaningful contribution to fascinating research work, while experiencing life at a respected organisation at the heart of UK politics. During my time at IfG I have worked on a project assessing financial management in government and conducted research looking at devolution and the UK's changing constitutional settlement. Interns are valued and given responsibility from the outset. I have been able to conduct interviews with top civil servants, research interesting issues and produce work which goes out to a public audience through writing blog posts and contributing to IfG reports. The IfG community is incredibly welcoming, and interns have access to really valuable training and development opportunities”*

**Oliver Hirst** (now working at HM Treasury)

*“The Institute for Government has been the ideal place to develop my research skills and gain experience of Westminster and Whitehall in a think tank distinguished by its commitment to providing high-quality, impartial and innovative work on UK government. Working primarily on Whitehall Monitor – the Institute's data-driven analysis of the size, shape and performance of government – I have acquired valuable quantitative expertise while familiarising myself with the machinery of parliament and the civil service. However, the IfG is not only unique in its scope and mission, but also as a working environment. It is an incredibly collegial organisation, in which interns are regarded as core members of research teams and are given the responsibility to contribute to a wide range of outputs. I would not hesitate in recommending an internship here to anyone interested in government”*

**Louise Borjes** (now working at King's College London)

*“The Institute for Government internship has been an invaluable experience and has provided a great insight into how the UK Government and Parliament work. I was part of a project looking into how the UK Parliament scrutinises EU legislation and was given real responsibility from the very start. Being part of a small team I have had the opportunity to conduct interviews with officials and parliamentarians both in the UK and the rest of Europe and have developed other skills on top of that. Interns are truly seen as full members of staff and the Institute is keen to see you do well in the future – I would encourage anyone with an interest in government and parliament to apply”*

**Alice Lilly** (now working with us as a Researcher)

*“Interning at the IfG was a great experience, and one which I'd highly recommend! With its unique focus on the processes and structures of government, IfG is an ideal place for anybody interested in the workings of Whitehall. During my internship, I worked on projects examining a number of issues: from the local delivery of public services, to the devolution of skills policy within England. As an intern, you're treated as part of the team, and are given real opportunities to develop your research skills—something enhanced by the variety of events and training sessions on offer. The IfG is also an incredibly friendly place to work, with encouraging and supportive staff who help you to get the most out of your internship. And there's cake!”*

**William Lord** (now working at Sense about Science)

*“Interning at the IfG has been a fantastic introduction to the think tank sector. During my time as an intern I have mostly worked on a project on failure in public services, whilst supporting the 'Ministers Reflect' oral history project. Interns are given real responsibility from the start and treated as valued members of the team. In the last six months I have conducted interviews with public sector leaders, written chapters of a research report, and undertaken detailed analysis of failure regimes. The Institute is an incredibly welcoming place, with connections across Whitehall and beyond. I would definitely recommend the internship to anyone thinking of a career in policy and government.”*

# Information for all applicants

<b>Employer:</b>	Institute for Government
<b>Location:</b>	2 Carlton Gardens, SW1Y 5AA
<b>Who can apply:</b>	<p>Applicants who meet the relevant skills and experience as set out in this pack.</p> <p>Applicants should either: i) be from within the European Economic Area (EEA) with an entitlement to work in the UK or ii) already hold a relevant visa allowing work.</p>
<b>Timetable</b>	<p>The expected selection process timetable is:</p> <p><b>Closing date: Tuesday 24<sup>th</sup> January 2017, 10:00</b></p> <p>Interviews will be held in February 2017 in the week commencing 6 February (likely to be 8-10 February)</p>
<b>Start dates:</b>	Interns will start in <b>March 2017</b> .
<b>Terms:</b>	Successful candidates will join on an initial three month fixed term contract, extendable to six months subject to strong performance.
<b>Salary:</b>	£17,000 per annum, pro rata.
<b>Benefits:</b>	<p>The Institute has a pension scheme which you will be auto-enrolled into in your 3<sup>rd</sup> month of employment. Upon being auto-enrolled you will have the option to opt out again if you wish. The contribution is a minimum of 5% from the employee and a fixed 10% contribution from the employer.</p> <p>Death in service life assurance of 4 x salary is given to all staff.</p> <p>Breakfast and lunch is currently provided in our staff canteen.</p>
<b>Working hours:</b>	You will normally work a 5-day week of 37.5 hours (9am – 5.30pm with a one hour lunch break) but you will, as the occasion requires, work outside these hours.
<b>Annual leave:</b>	The annual full-time leave allowance will be 30 days in addition to 8 days of bank and public holiday. This allowance will be pro-rated for the period of your internship contract.
<b>Equal opportunities:</b>	<p>All job applicants and employees will receive equal treatment regardless of sex, colour, race, nationality, ethnic or national origin, sexual orientation, marital status, civil partnership, gender reassignment, age, disability, or religious beliefs.</p> <p>The Institute for Government collects equal opportunities monitoring information with applications. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.</p>

# How to apply

The Institute uses an online application process for its internships. To apply, follow this link:

<https://www.beapplied.com/apply/xafbKSC7hK>

Our application process has three stages:

- **About you:** Here we ask you for some personal details. This information will only become visible to the Institute if you are shortlisted. All applications are assessed blind by multiple reviewers.
- **Multiple choice test:** Here we ask you to complete a multiple choice test, and the test is formed of four parts, each comprising four questions:
  - Numerical reasoning
  - Data interpretation
  - Word definition
  - Verbal reasoning

We would like you to complete as much of the test as possible in 20 minutes. Once you start the test a timer will count down in the top right corner of the screen. You will still be able to fill in answers after the timer reaches zero, but when we look at your answers we will be able to see the total time you took and taking more than 20 minutes will affect your score.

**Short answer questions:** Here we ask you to complete four questions about your education, employment experience, motivation for applying to the Institute, and why you believe yourself to be a suitable candidate. Each section has a 250 word limit. Once you have completed all these questions you will see a page with all your answers and have the opportunity to amend these before finally submitting your application.

**Closing date: Tuesday 24<sup>th</sup> January 2017, 10:00.**

## Contacts

If any of this information is unclear, or you want to discuss the opportunities in more detail please contact us by emailing: [recruitment@instituteforgovernment.org.uk](mailto:recruitment@instituteforgovernment.org.uk). We will arrange for a member of staff or a current intern to get in touch, as appropriate.

**Further information at:** [www.instituteforgovernment.org.uk](http://www.instituteforgovernment.org.uk)