

Manchester City Council Internship - Retention and Recruitment

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Overview of the Data Fellowship

- I worked for Manchester City Council assisting them in a project on Social Work Recruitment and Retention issues for 8 weeks. During this time I had to analyse and manipulate data as well produce a qualitative survey in order to produce findings to present back to relevant professionals in presentation form. The project was designed to help identify areas of improvement and potential suggestions. The qualitative survey was informed and developed according to the quantitative data I had collated and was sent to social work staff in order to gain an in depth insight on these potential issues.

Data Analysis

My internship required me to use data such as; absence duration and incidences, deployment, resignation, equalities, caseload, each were all in excel tables. As this was data created and collated by Manchester City Council the data only covered values and people within this area. For most of my analysis I first recoded data into consistent formats for comparison e.g. creating new columns for calendar/business years, additionally grouping social work roles into consistent categories. Next I used pivot tables to condense and specify the particular data I wanted to assess, and then I use appropriate visual charts or conditional formatting in order to make the data easily digestible when presenting.



retention and recruitment that had not been noticed or prioritised before.

Key Skills Learnt

During my internship I met many other professionals from the council, I sat through meetings, emailed people off my own accord for further information and generally liaised quite frequently. This has taught me the importance of polite emailing, attentive listening in meetings, more casual teams chatting with my managers and fellow intern, I have also had to cooperate with the IT department on many occasions. Furthermore, whilst working in the office me and my fellow intern had to work alongside other professionals. I was left to work quite independently so time management is a crucial skill I had to use to ensure my self discipline in meeting targets and self set deadlines.



Findings

- As I was working on behalf of the council, I am not able to discuss my findings as most of the information I handled was confidential. However, I did identify areas of improvement within Social Work