



Llywodraeth Cymru
Welsh Government

Employer Skills Survey – Welsh Thematic Analysis

Summary

This is an exciting opportunity to do a work placement on a project for the Welsh Government. The focus of this project is the analysis of data and production of thematic papers relating to employer's experiences of the recruitment, skills and training landscape in Wales, as captured in the Employer Skills Survey. This will offer the opportunity to develop data analysis skills, report writing skills, and presentation skills, as well as working with Welsh Government analysts and policy makers. The successful applicant will be able to demonstrate their ability to take detailed quantitative data and present it in an easy-to-read format for stakeholders, bringing out the messages of what the data tells us for various policy areas. The applicant will have the opportunity to apply research skills in a policy environment, further develop generic skills and to enhance their knowledge of research outside academia.

The Organisation

The Welsh Government is the devolved Government for Wales with responsibility for the economy, education, health and the Welsh NHS, business, public services and the environment of Wales.

Specifically, the internship will be based within Knowledge and Analytic services (KAS). KAS provides the collection, analysis and presentation of research and data for policymakers and the general public in keeping with professional standards. They offer independent evidence to understand, develop, implement, monitor and evaluate government policies. KAS also supports policy colleagues with policy development, implementation and delivery.

The Internship

Labour Market Intelligence is used by Skills Division to inform prioritisation of skills needs. Having an appropriately skilled workforce is fundamental to growing Wales' economy. Due to the breadth of the Employer Skills Survey, there is intelligence of importance to a range of policy areas, such as Fair Work, Tertiary Education, and Migration. The internship will provide an exciting opportunity to work at the heart of Welsh Government. The internship will require working closely with policy officials and researchers, and will provide an opportunity to apply research skills in a policy environment, further develop generic skills (such as report writing or making presentations), and to enhance policy knowledge.

The successful candidate will benefit from development opportunities offered centrally by the Welsh Government, potentially including mentoring, shadowing, peer support and training.

Interns will benefit from the experience of working closely with the Welsh Government:

- Gaining a better understanding of the world outside of academia and increasing employability, using their knowledge and skills to contribute to the work of the Welsh Government.
- The intern's colleagues at the Welsh Government can offer an insight into the intern's PhD project that can contribute to the success of their thesis', as well as networking opportunities within the policy arena linked to their research area
- Transferable skills and knowledge
- Time management skills
- Report writing skills

The Project

Employer Skills Survey - Welsh Thematic Analysis

Background

The [Employer Skills Survey](#) is a survey of UK employers on recruitment, skills, and training issues. It has been run since 2011, with fieldwork tending to take place every two years. The most recent (2024) survey had over 22,000 employers taking part, of which 5,605 were in Wales.

The survey informs policy decisions in Wales. In addition to UK reporting, a Wales report, data tables and slide pack will be published. There is a wealth of data that is unexplored in headline reports, but which will be of interest to stakeholders. For example, the preparedness of education leavers for employment.

Much of the data will be made available in data tables in late 2025 (see [2022 data tables](#) for an example), with the dataset itself also available for analysis if required (for building bespoke sector definitions, checking of confidence intervals, etc.).

This project will analyse such data and present it in a non-technical manner for stakeholders.

Anticipated project outcomes:

A series of papers providing additional analysis from the Employer Skills Survey that will align with policy needs, informing decisions across the skills landscape. It is expected that, where papers are of suitable length and quality, these will be published as Government Social Research papers on the Welsh Government website. This will be the focus of the Internship. Additional shorter papers may be used for internal briefing or disseminated to stakeholders via other means. It may also be possible that the student will be asked to present the findings to policy teams as part of development of reports. The successful candidate will be supported by the Welsh Government lead on the survey.

Internship responsibilities and requirements

The internship will last for a maximum of 3 months. Full time students are expected to step back from their PhD to focus on the placement for its duration in line with ESRC guidelines ([ESRC Postgraduate Funding Guide](#) p. 27). Applications are encouraged from part-time students.

It is anticipated that the successful applicant will work in a hybrid way between home and a Welsh Government office during their internship. This may change depending on Welsh Government policy. Any changes to working arrangements will be discussed with successful applicants.

The internship will last for a period of 3 months full-time or the part-time equivalent. For students registered on a part-time studentship, this internship is available on a part-time basis over a longer time frame (no fewer than three days a working week), this would be negotiated between the WG and the successful applicant. If you would like to be considered on a part-time basis, please specify your preferred working hours on the application form.

Student specification

The student must have:

The ability to analyse quantitative data, identifying themes in the data and to then be able to present that data in a manner that will be accessible to a range of audiences.

The ability to produce a narrative that explains the data and what it means for Wales in a non-technical manner.

Strong report drafting skills and the ability to ensure drafts are of a sufficient quality before sharing.

The ability to work with other research and policy colleagues to produce and discuss the reports, ensuring that colleagues' needs are being met.

In addition, the ability to use statistical analysis packages to work with datasets, run bespoke analysis and perform tests of significance would be desirable, but not essential.

Start date of internship

The internship will start no earlier than January 2026 (exact date to be negotiated). There may be some flexibility dependent on individual circumstances.

Funding and costs

Reasonable travel costs for students not normally based in Cardiff can be met. Requests should be consistent with Wales Graduate School for the Social Sciences (WGSSS) guidelines. Applications from students requiring additional funding for travel and accommodation will not be treated less favourably. For any queries on this please contact Katy Marrin Katy.Marrin001@gov.wales and Jo Coates Joanne.Coates@gov.wales.

Security

The Welsh Government's vetting procedures (which apply to temporary as well as permanent staff) involve the completion of a Baseline Personnel Security Standard (BPSS) application form and a Security Questionnaire for the purpose of security vetting.

This process requires the applicant to produce in person three original forms of identification documents, one of which should be photographic (passport, new driving license), one document should showing their current address, plus one of: a utility bill, birth certificate, P45 or P60.

Nationality requirements

'Eligibility for taking up an internship on this scheme is dependent on meeting the [Civil Service Nationality rules](#). Please check that you are eligible before applying. Those who do not meet the eligibility criteria will not be able to take up a placement opportunity.

Queries

Any queries relating to the post or application process should be directed to James Carey, Principal Research Officer, Labour Market Intelligence (james.carey@gov.wales)

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