



Loughborough
University

Job Ref: REQ180173

Loughborough Graduate Programme

University Management
and Leadership

www.lboro.ac.uk/join-us/grad-scheme





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INTRODUCTION

This is an exciting three year programme for new or recent graduates of Loughborough University or existing employees of the University who meet the criteria. It is designed to develop individuals for roles in higher education leadership and management.

The Loughborough Graduate Programme could be for you if:

- You're passionate about higher education in general, and Loughborough University in particular
- You're interested in a career in a dynamic, large organisation that has a mission to advance and disseminate knowledge for public good
- You're intelligent, hard-working, articulate and collegiate in style

The programme's series of nine month long placements are spread over different roles and services across the University. Placements are designed to inspire and stretch trainees to reach their potential, and build upon our reputation as a top ten university.

The skills and knowledge gained during placements are complemented by a tailored development programme, in addition to mentoring opportunities with members of the University's senior leadership team. Upon completion of the programme trainees will be well-suited to apply for management roles at Loughborough or other universities.

If you're an ambitious individual with an interest in working for an organisation who aims to: Educate winners, invest in our staff, grow capacity and influence, and continue to raise our standards and aspirations, take a look through this brochure to find out more information on what the Loughborough Graduate Programme entails.



Richard Taylor
Chief Operating Officer



ABOUT LOUGHBOROUGH UNIVERSITY

Here at Loughborough we take pride in offering an experience and creating a community that you can be proud to be a part of.

With over 17,000 students and staff from over 100 different countries, Loughborough offers a lively and inspiring atmosphere.

Our campus in Loughborough has long been one of our greatest assets. In 2015, we unveiled our impressive new campus in London – meaning we now have two inspiring campuses. Both campuses offer a wide range of amenities, as well as access to outstanding sports facilities. There is a strong community buzz across both, so whether you're in Loughborough or London, you'll enjoy a vibrant, inspiring atmosphere.

IT'S NOT JUST STUDENTS THAT ARRIVE AT LOUGHBOROUGH FOR THE FIRST DAY OF THEIR FUTURE – WE WANT OUR STAFF TO FEEL THE SAME TOO.

The University is ranked in the top 10 in each of the most recent national league tables; cementing its status as one of the country's leading higher education institutions. The Times and Sunday Times Good University Guide 2018 ranked Loughborough 7th out of 131 UK, and the National Student Survey Ranked top mainstream university in England 2017.

In addition to our student experience, research and enterprise and sporting ambitions, we also aim to make a significant contribution to the social and economic wellbeing of the town and the wider region.

The elements above, combined with our focus and a strong sense of community spirit, has created something that is truly special and distinctive amongst UK universities.

www.lboro.ac.uk/about

*"A DESIRE TO WIN PERVADES
EVERYTHING WE DO. WE
ARE, AND WILL REMAIN, THE
SUCCESSFUL UNIVERSITY"*

Professor Robert Allison
Vice-Chancellor and President



OUR ACHIEVEMENTS

BRITAIN'S BEST STUDENT EXPERIENCE OVER THE LAST 10 YEARS

Times Higher Education Student Experience Survey 2007-2017

RATED GOLD in the Teaching Excellence Framework 2017

RANKED 6TH IN THE UK

Times Higher Education (THE) 'Table of Tables' 2017

UNIVERSITY OF THE YEAR FOR SPORT

Times Good University Guide 2017

BEST SPORTING UNIVERSITY IN THE WORLD

QS World University Rankings by Subject 2017

AWARDED 7 QUEEN'S ANNIVERSARY PRIZES, second only to Oxford

TOP FOR HIGH QUALITY FACILITIES

Times Higher Education Student Experience Survey 2017

1ST FOR GIVING BACK

WhatUni Student Choice Awards 2017

RATED FIVE STARS FOR EXCELLENCE

QS Stars

A TOP 10 UNIVERSITY IN ENGLAND FOR RESEARCH INTENSITY

according to the Research Excellence Framework

1ST IN THE UK AND GLOBALLY FOR OVERALL SATISFACTION WITH THE UNIVERSITY

Student Barometer Autumn Wave 2016 – out of 45 participating universities globally, based on overall score across all measures



OUR STRATEGY – *BUILDING EXCELLENCE*

Our strategy has four core drivers – Investing in our staff, Educating for success, Growing capacity and influence, and Raising standards and aspirations – with research, teaching, enterprise and sport embedded in each.

Investing in our staff

We will be an outstanding employer, supporting our staff to achieve their full potential through development opportunities. We will recognise excellence and achievement through performance and reward mechanisms and ensuring that all staff are empowered to operate at their highest levels.

We will maintain a staffing profile that allows us to enhance our centres of research excellence and enrich the academic student experience we offer. By attracting the highest quality staff and maintaining the best possible student staff ratios, we will provide our students with a dynamic learning environment.

Educating for success

We will develop our students as individuals, enhancing their capabilities as creative, confident and adaptable 21st Century citizens who will make a significant contribution to global society.

Loughborough University London has facilitated an expansion in our postgraduate population with an increase year on year since opening in 2015. Under the current fee regime, we will maintain our undergraduate numbers but review our approach should Government policy change.

Growing capacity and influence

We will grow capacity in key areas of teaching, research and enterprise by investing strategically and developing international partnerships and collaborations. We will advance areas in which we have a critical research mass and withdraw from those where this is unachievable.

We will reinforce the breadth of our academic offering across both our campuses, with continued emphasis on

subjects with international recognition. We will listen to our students, employers and other key partners to ensure that our academic provision develops in line with their requirements. By capitalising on emerging opportunities to review the scope of our academic provision, we will introduce new areas and withdraw from those that are no longer appropriate.

We will raise our profile and strengthen our connections with policy makers, business, industry and the community, achieving recognition as a leading international university, whose contributions are sought and valued.

Raising standards and aspirations

We will enhance our effectiveness and minimise the barriers to achieving our aspirations. We will build on our strengths and focus on developing the activities we do well to help us achieve our goals and raise our international profile.

Through our rigorous planning processes we will ensure we identify where we should invest. Our focus will be on internationally excellent research and a high quality student experience.



OUR AMBITIONS – BY 2020 WE WILL HAVE ACHIEVED THE FOLLOWING:

A distinctive international reputation for excellence

The relevance of our research to real-life issues will place us at the forefront internationally, increasing significantly the global visibility and reputation of the University. Our contribution, at the very highest levels, to new knowledge and understanding, will boost our links with some of the best universities in the world and expand our breadth of well-established partnerships with leading international companies.

A life-shaping student experience

We will provide our students with an exceptional learning environment that offers outstanding, innovative teaching, opportunities to contribute to pioneering research, and options to maximise their business potential, coupled with wide-ranging personal support. We will engage with our students to ensure we deliver the best possible academic experience. There will be high demand for our programmes and we will continue to deliver outstanding levels of student satisfaction.

Working in partnership with Loughborough Students' Union, we will offer the best possible all-round experience, providing

our students with a wide range of opportunities that enable them to achieve their full potential, professionally and personally as well as academically.

Outstanding partnerships to deliver social, economic and cultural prosperity

We will realise the commercial potential of our research and forge productive, collaborative links with partners across all sectors. This will ensure that we meet their requirements and that the impact of our activities helps to support economic development and drive innovation and performance on local, national and international levels.

We will work closely with local partners to enhance the social, cultural and economic wellbeing of the communities and regions in which we reside and will embed sustainability and social responsibility into all of our processes, operations and developments.

A culture of delivering excellence in all that we do

Through the integration of influential research, a vibrant enterprising culture and outstanding learning opportunities, we will enhance our ability to drive

forward solutions to contemporary global challenges.

Our staff will be supported to attain the highest standards, and our international profile will attract the very best in their fields.

We will also have cemented our position as the UK's premier university for sport and be recognised globally for our unique ability to shape sport and exercise policy and practice both nationally and internationally.

One outstanding university: two vibrant campuses

Our distinctive ability to integrate research, teaching and enterprise will have strengthened the activities in which we excel and created new capacity in areas of excellence.

Our international ambitions will be further enhanced through a thriving postgraduate campus on the Queen Elizabeth Olympic Park in London, complementing our outstanding green-field campus in Loughborough and creating two inspiring campus communities.





ABOUT THE PROGRAMME

The Loughborough University Graduate Programme for Management and Leadership is a new and exciting programme, launching in 2018. It is a three year programme, designed to develop ambitious graduates for roles in leadership and management in higher education.

Over the three year period trainees will complete a series of 9 month long placements. These placements will rotate across different areas of the University's Professional Services, providing trainees with exposure to a variety of roles and experience in what it takes to run a top 10 university. Although the roles and responsibilities will vary, all of the placements are designed to challenge trainees to ensure they reach their potential.

The diverse range of Professional Services which can host placements include: The Change Team, Campus Services, Facilities Services, Planning, Marketing and Advancement and Human Resources. The vast majority of the placements will be in Loughborough, but some may be at our London campus.

Forming part of each placement all trainees will participate in 3 'insight projects'. These business focused projects will provide additional experience and learning that benefits the organisation and the trainee. All projects will be negotiated between the trainee and the Professional Service.

During the final placement, all trainees will work collaboratively on a strategic project sponsored by a member of the University's Senior Leadership Team.

The placements and projects are complemented by a tailored leadership and management training and development package, alongside mentoring from a senior leader. The training programme will be overseen by the Deputy Director of HR (Staff Development), who will meet with the trainees on a regular basis to check their progress and offer support.

Upon completion of the programme trainees should be eligible and well-suited to apply for permanent roles at Loughborough or other universities.

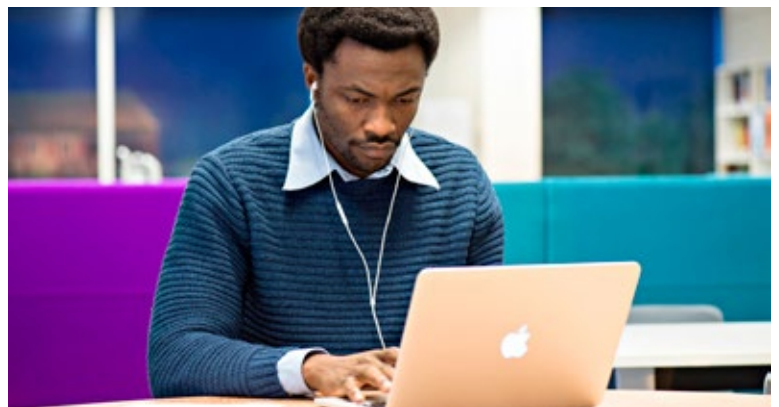
PROFESSIONAL DEVELOPMENT

Learning and development is an essential component of the Loughborough Graduate Programme. Trainees will complete a tailored leadership and management training and development programme. This will consist of a comprehensive orientation programme and variety of courses qualifications and conferences and may include:

- Institute of Leadership & Management (ILM) Level 3 Award and Level 4 Certificate in Leadership and Management
- Membership of the national Association of University Administrators (AUA) and attendance of AUA conference
- The Art of Being Brilliant
- Go MAD - The Art of Making a Difference
- Project Management in the Real World
- Understanding the Importance of Marketing
- Recruitment and Selection
- Becoming an Effective Leader
- Understanding the Management Role

In addition, trainees will also have the opportunity to develop their skills and knowledge through a range of courses delivered by Staff Development. These could include:

Training courses are just one element of the development programme. Trainees will also receive on the job training during each placement; in addition to mentoring opportunities with senior colleagues.



PERSON SPECIFICATION

We are looking to recruit recent Loughborough graduates to the Loughborough University Graduate Programme. No previous management experience is required but applicants will need to demonstrate how they can meet the criteria below.

Qualifications and criteria

- An undergraduate degree from Loughborough University in any discipline. Trainees must have graduated from higher education within the last two years (i.e. since the summer of 2016) or be due to graduate in summer 2018.
- Eligibility to work in the UK for the duration of the programme (we are unable to provide sponsorship).

Applicants graduating from, or who have recently obtained Masters and PhD qualifications, or are existing employees of the University, that hold a bachelor degree (not necessarily from Loughborough), will also be considered if they can demonstrate that they possess the key skills and abilities we are looking for in our future leaders.

Key skills and abilities

This programme could be for you if you're passionate about higher education and possess the following skills and abilities:

- Effective communication: Ability to select correct methods of communication to get the results needed; listening, as well as inspiring others to listen.

- Commitment to training and development: Seek opportunities to learn and develop, apply new skills/knowledge to add value to the performance of the organisation.
- Foster teamwork: Positive attitude towards team-working; confident in forming effective working relationships with a broad range of people.
- Work with ethics and integrity: Ability to express opposing views without being obstructive, defensive or aggressive.
- Independence: Ability to plan and work independently and deal with unforeseen circumstances effectively.
- Problem solving: Use initiative and judgement in more complex situations; constructively question established ways of doing things.
- Planning and organisation: Confident to lead and plan projects effectively and efficiently by being proactive in prioritising a dynamic workload and meeting agreed deadlines.
- Resilience and flexibility: Ability to respond effectively to challenge and change, on a day-to-day basis and between placements.



SALARY AND BENEFITS

The first year starting salary for trainees on the Loughborough Graduate Programme is £24,285. Upon successful completion of performance reviews this will then increase to £26,495 in year two and £29,799 in year three.

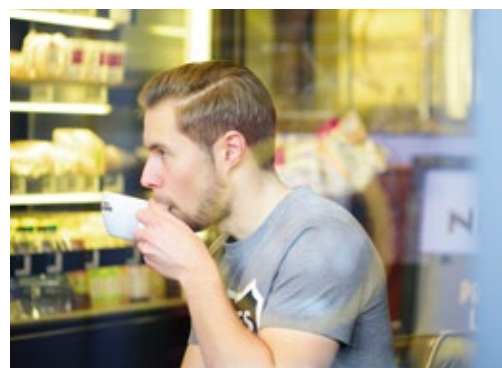
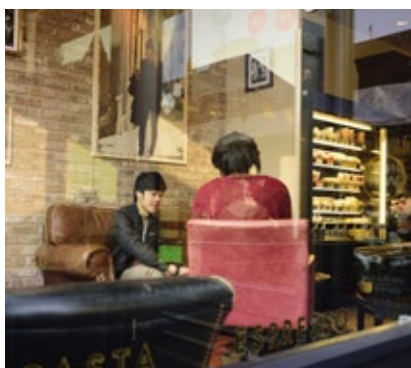
It's important to note that salaries may also increase with any cost of living award implemented by Loughborough University.

Smart people look after their assets, so when it comes to recruiting and retaining staff, we like to think we take the smart approach by providing staff members with a strong level of support, a welcoming work environment, and an excellent package of benefits – benefits we hope staff will take advantage of.

Our benefits package is designed to offer support and incentives that fit in with the different stages and circumstances of an individual's life/career. Some of the benefits available to trainees include:

- Rewards to recognise excellence and achievements
- Pension schemes provided by Universities Superannuation (USS) and Local Government Pension Scheme (LGPS)
- 20 days annual leave, in addition to 14 bank holiday and concessionary days
- Access to the country's largest concentration of high quality sports training facilities
- A flexitime scheme • Professional development courses
- Childcare support • A Cycle2Work scheme
- Interest-free travel loans

More details on our employee benefits can be found online www.lboro.ac.uk/services/hr/jobs/employee-benefits



EXAMPLE PLACEMENTS

The Change Team

The Change Team was set up by our Director of Change Projects, in September 2013 and has a remit to improve processes at Loughborough University. Members of the team have been appointed or seconded and are assigned to a wide range of projects, which cut across Schools and Professional Services.

Previous projects in The Change Team include improving processes around:

- Reimbursing out-of-pocket expenses
- Maintenance of facilities
- Staff recruitment
- Booking and insuring business trips

Responsibilities in the Change Team could include:

- Developing and scoping proposals for the University's strategic change projects
- Monitoring agreed timescales and Key Performance Indicators and reporting variance
- Writing and presenting change proposals to university committees
- Acting as secretary to projects where required

Facilities Administration

The Facilities Administration Team provides support to the following:

- **Facilities Management.** This section is responsible for the effective and sustainable management of the university's land and buildings and delivers a range of services to support the campus. This includes the University's capital building and refurbishment programme and estate maintenance.
- **Facilities Services.** This section maintains the day-to-day operations of the campus. It provides and delivers caretaking, cleaning and postal services. The section also provides building and engineering maintenance for responsive and planned repairs, and maintains all utility services across campus.
- **Facilities Development.** This section responsible for all aspects of campus development including property and projects.

Responsibilities in Facilities Administration could include:

- Acting as a first point of contact for queries
- Issuing notices of work to customers across campus
- Monitoring and auditing FM processes and procedures
- Creating, managing, supporting and disseminating timetable to School(s)
- Coordinating room bookings requests from academic and support staff



EXAMPLE PLACEMENTS

Human Resources

The Loughborough University Human Resources Team (HR) provides the highest quality of service and professional support on all HR matters. They support the University's strategic aims, ensuring employment practice compliance.

The team has operational and strategic responsibilities covering development and maintenance of policies, procedures and systems with the provision to support a range of services to managers and staff members.

The following teams also sit within Human Resources:

- Staff Development
- Workforce Information
- Payroll and Pensions

Responsibilities in Human Resources could include:

- Supporting processes in relation to new members of staff
- Immigration checks
- Using HR systems to produce and analyse evaluation reports
- Policy development

Academic Registry

Academic Registry is responsible for central student administration at the University and supports the work of the University's academic Schools, governance, and academic decision-making processes. It split into the following sections:

- Student Office
- Admissions
- Doctoral College Office
- Programme Quality and Teaching Partnerships Office

Responsibilities in Academic Registry could include:

- Maintenance of Student Records
- Managing examinations venues
- Graduation ceremony preparation and management
- Establishing intake targets in conjunction with Planning and Finance



GRADUATE EMPLOYEES

Despite this being our inaugural graduate programme, we have a number of Loughborough University graduates who have secured employment at the University. Find out more about their experiences below.



TAYLOR WALKER - STUDENT RECRUITMENT OFFICER

I started working for Loughborough University in the summer of 2016 as a Student Recruitment Intern within the School and College Liaison (SCL) team and started with the expectation that I would only be here for a year.

However, I got to the halfway point of my internship and an opportunity arose to take up a maternity cover role as an Outreach Assistant within our team. This opportunity allowed me to experience a different area within the team and from this I learnt many new skills which I will now be able to use in many different roles and industries.

As my maternity cover role came to an end, another opportunity arose to become a Student Recruitment Officer within the SCL team, to which I jumped at the chance to take up as I have thoroughly enjoyed my time working at Loughborough University.

The aspect I value the most about working at Loughborough University are the progression opportunities. Throughout my time working here lots of opportunities have arisen to progress within teams and you are always encouraged by managers to apply and take the next step up, the amazing team ethos is a mere added bonus!



MARK CHESTER - SENIOR FINANCE BUSINESS PARTNER

I graduated in Sport and Exercise Science in 2013. Like many graduates I found choosing a specific career path daunting, and I didn't know exactly what I wanted to do. I saw a graduate internship advertised in SSEHS and decided that it would be great work experience and also help me decide on a path for the future. I got heavily involved in research administration which enabled me to apply for a permanent role in Finance. I have been working in Finance for the past 3 ½ years and the University has supported me to complete the ACCA qualification alongside full time work. I am now a chartered accountant and recently secured a promotion with the Business Partner team.

The University is a fantastic place to work, the staff are friendly, supportive, and there is a real community feel with an excellent work/life balance. The University is a much bigger operation than I ever imagined as a student and that means the opportunities for work and development are so varied. I wouldn't hesitate in recommending working at Loughborough, and sometimes the best opportunities are on your doorstep.



HAYLEY JOHNSON - DEVELOPMENT MANAGER

Coming to Loughborough to study Sport and Exercise Science in 2012, I had no idea that six years later the University would become my employer. However, working in the Philanthropy Team was the best decision I've made. As a student there really was a can-do attitude on campus and that is 100% echoed among staff members. Great team culture is inherent at Loughborough where managers value you as an individual and truly care about your personal development. Not only is it a privilege to work for the University that gave me a great start to my career but through my role I'm able to ensure that the next generation of students have a first-class Loughborough experience too something which is very rewarding.



GEORGE HONES – CONVERSION ASSISTANT

Having started my career in the Students' Union, I've since moved over to the University as their current Conversion Assistant in the Marketing and Advancement department. I briefly worked in the Wolfson School providing administrative support to the Masters engineering programmes, supporting MSc students in my five months with them.

Now I assist with the University's recruitment strategies, primarily digital. I work with our complex Student Customer Relationship Management systems to create online communications for prospective students, assist Schools with their Student Visit Days and signpost inquisitive applicants to where they need to be. For many of these students, I might be the first person they speak to when contacting the University, and it gives me immense satisfaction to help them and make their journey to Loughborough as smooth as it can be.

The ethos of Loughborough is always to be the best you can be. The people around me are dedicated, passionate and extremely diligent. When I want to develop myself, they are there to help me progress; there's so many opportunities here at Loughborough to succeed and progress in an area you care about and want to have a successful career in.



HANNAH PHILLIP – EVENTS ASSISTANT

I started my journey at Loughborough University in 2013, studying Ergonomics (Human Factors Design). After graduation in summer 2016 I joined the Chartered Institute of Ergonomics & Human Factors on a year's internship. The role involved assisting the organisation with regional and nationwide events. After developing strong interest in facilitating events I was offered a role in the Marketing and Advancement department as an Events Assistant. The main remit of my job is to assist with the organisation of student recruitment, alumni and internal events. Alongside this I may be the main port of call for prospective students who wish to visit Loughborough University with the potential of it being their first choice University.

I'm lucky enough to say first-hand, what an amazing student and staff experience Loughborough University has to offer. Loughborough really does have a wealth of opportunities available both for professional and personal development, and is a place that truly delivers excellence.



SAMANTHA CHESTER – LEARNING SUPPORT SPECIALIST

Upon graduating I was lucky enough to gain an internship in the Centre for Academic Practice for a year. This was a fantastic opportunity as I had found a strong interest in higher education in my time at Loughborough as a Programme President. The internship allowed me to get involved in all aspects of the Centre's work ranging from basic tasks right through to being involved in the University's NSS campaign. With this wide range of skills, I went on to work on a higher grade in the Students' Union, rolling out a University wide Peer Support scheme. This project work enabled me to take yet another promotion in University into the School of Science working with academics on innovative e-learning projects, again putting into practice knowledge and skills picked up in my internship. Along the way I've completed the Post Graduate Certificate for Academic Practice through the University gaining Fellowship of the Higher Education Academy which is invaluable for my career. I would thoroughly recommend working at Loughborough, the work environment is very supportive and collegiate and you are encouraged to develop yourself and your skills throughout.'



ANDRIA IACOVOU – TECHNOLOGY ENHANCED LEARNING SUPPORT OFFICER

I graduated with a BA in English in July 2015 and just when I thought that my Loughborough journey had ended, I was offered a graduate internship at the Centre for Academic Practice. The internship allowed me to gain a well-rounded understanding into Higher Education support roles and how a large organisation operates. I provided me with many development opportunities such as presenting at large-scale conferences and events. I was then able to secure a role working on a joint student wellbeing project between the Students' Union and the University. I am now back in the Centre for Academic Practice as a Technology Enhanced Learning Support Officer and I am involved in a variety of projects which aim to enhance the digital fluency of our students and staff to help us achieve an outstanding teaching and learning experience. The University is a fantastic place to work; you will be given many opportunities to develop both personally and professionally. You'll be surrounded by like-minded individuals who value education and embrace diversity and you'll find that the Loughborough bubble really is the perfect place to kickstart your career.'

APPLICATION AND RECRUITMENT PROCESS

How to apply

Please visit our recruitment page for more information on submitting your application:

www.lboro.ac.uk/join-us/grad-scheme

Applications must be submitted using our official application form, CVs will not be accepted. All applicants must have eligibility to work in the UK for the duration of the programme.

Application dates

The opening date for applications is **Monday 26 February 2018** and close on **Wednesday 14 March 2018**.

Once the application process has closed we will carefully consider all applicants, screen for eligibility and shortlist a small number of applicants.

Selection process

Stage one – online assessments

Applicants who are successfully shortlisted will be notified on **Friday 16 March**. They will also receive a number of online assessments to complete before attending stage two.

Stage two – group exercise and individual presentation

Applicants will be invited to attend an assessment day on **Tuesday 27 or Wednesday 28 March**, during which they will be required to take part in a number of group exercises, and deliver a presentation.

Stage three – panel interviews

Applicants who are successfully shortlisted from stage two will be invited to complete an online Personality Profile Assessment (PPA) and attend two panel interviews on **Tuesday 17 or Wednesday 18 April**.

Confirmation

Successful applicants will be informed by **Friday 27 April 2018**.

Start date

Successful applicants will begin the Loughborough Graduate Programme on **Monday 10 September 2018**.



USEFUL RESOURCES

Who we are

www.lboro.ac.uk/about/who-we-are

Our achievements

www.lboro.ac.uk/about/achievements

Our history

www.lboro.ac.uk/about/history

Our strategy

www.lboro.ac.uk/strategy

Working for us

www.lboro.ac.uk/services/hr/jobs

CONTACT US

For further information please contact Staff Development by email at SD@lboro.ac.uk or telephone: +44 (0)1509 222381





UNIVERSITY
RANKED 6TH
*GUARDIAN UNIVERSITY
GUIDE 2018*