

## Graduate Management Trainee

REQ200062

### Loughborough Graduate Programme

“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 consists of at least 4 placements spread over different roles, services and Schools 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.

The Loughborough Graduate Programme could be for you 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.”

Richard Taylor  
Chief Operating Officer

The Loughborough University Graduate Programme for University Management and Leadership is an exciting employment opportunity, seeking to recruit its second cohort of high-calibre individuals for a September 2020 start. It is designed to develop ambitious graduates for roles in leadership and management in Higher Education and will recruit a number of trainees.

Over a three-year period, Graduate Management Trainees will complete at least four placements, covering a range of services and Schools across the University, complemented by a tailored development programme. Eligible candidates will be enrolled on a management and leadership Master's-level Apprenticeship (Level 7), successful completion of which will obtain an MSc in Strategic Leadership, so this is a rare opportunity to combine further study with wide ranging, professional employment.

## Job Description

### Job Purpose

To maximise the opportunity presented by working across a range of Professional Services areas and Schools within Loughborough University. The postholder will lead and support a range of strategically important projects and provide effective support to a variety of core University functions through the placements undertaken. Graduate Management Trainees will have responsibilities commensurate with this grade and will be expected to work flexibly across a series of at least four placements. Support and training will be provided to enable the post holder to undertake other duties as required and develop professionally during their three-years in the role.

### Job Duties

Outlined below are the job duties relating to the overall Loughborough Graduate Programme, specific objectives for each placement will be communicated and agreed prior to its commencement:

- To effectively engage with and deliver on the objectives and responsibilities outlined for each placement.
- To complete insight, process review and strategic projects, engaging with appropriate stakeholders and meeting set objectives and deadlines.
- To contribute ideas and innovative solutions throughout each placement and the Loughborough Graduate Programme as a whole.
- To work collaboratively with other Graduate Management Trainees; to ensure the handovers at the end of each placement are comprehensive and thorough, including providing any training, support and guidance required for the role.
- To attend, arrange and contribute to relevant meetings; to co-ordinate and act as secretary to a University Programme/Project Management Board or Working Group.
- To pro-actively source and manage information/data as and when required, ensuring that appropriate policies and procedures are adhered to.
- To work with tact and diplomacy and maintain appropriate levels of confidentiality for tasks and activities and within host placements.
- To manage workload effectively, ensuring that tasks are carried out in a timely and accurate manner.
- To work independently and recognise the need to refer to senior colleague(s) for advice and/or guidance where necessary.
- To be effective in a wide range of teams and support University-wide activities, such as Open Days, Careers Fairs, clearing, etc.
- To establish and maintain a network of contacts, both internal and external to the University.
- To undertake any training and development deemed appropriate for the position, including (if eligible) the Master's-level Apprenticeship in Strategic Leadership; to fully engage with the development programme, ensuring that all courses/sessions are attended, requirements are completed satisfactorily, and deadlines are met.
- To support the recruitment, training and development of others where applicable, acting as role-models and potentially mentors.
- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing with professional services colleagues, academic staff, students and parents, and external organisations.

- To provide cover and support for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To undertake any other duties as may be reasonably requested by the Loughborough Graduate Programme Manager or the Placement Manager.
- To ensure compliance with relevant University policies and procedures.

### **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.

### **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.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Placement Manager.

## PERSON SPECIFICATION

**Job Title:** Management Graduate Trainee

**Job Grade:** Grade 5

	<b>Essential</b>	<b>Stage to be Assessed</b>
<b>Experience</b>	<p>Experience of dealing with people in a variety of complex and difficult situations</p> <p>Experience of working individually and as part of a team</p> <p>Experience in problem solving, using initiative and judgement in more complex situations</p> <p>Experience in planning and organising workload in order to meet necessary deadlines</p>	All assessed at stages 1, 2 and 3
<b>Skills and Abilities</b>	<p>Flexibility to respond effectively to challenge and change</p> <p>Confident in forming effective working relationships with a broad range of people</p> <p>Able to plan, work independently and proactively, and deal with unforeseen circumstances effectively</p> <p>A high level of written communication skills, including being able to tailor written communication to a range of audiences</p> <p>Ability to select correct methods of communication to get desired results</p> <p>Able to work with accuracy and attention to detail</p> <p>Ability to express opposing views without being obstructive, defensive or aggressive</p> <p>Excellent practical IT skills including Microsoft Office and Outlook diary management</p>	All assessed at stages 1, 2 and 3
<b>Training</b>	<p>Demonstrate evidence of having undertaken further training.</p> <p>Adopt new procedures as and when required</p>	All assessed at stages 1, and 3
<b>Education and Qualifications</b>	<p>Undergraduate Degree, Masters or PhD obtained from Loughborough University since 2018, or those due to graduate in 2020 (<i>exception: Existing Loughborough University employees are eligible for this post regardless of where they graduated</i>)</p> <p>A level education or equivalent</p> <p>GCSE Grade C/4 or equivalent in English and Mathematics (<i>that can be evidenced</i>)</p>	All assessed at stage 1

<b>Equality &amp; Diversity</b>	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	Assessed at stages 1 and 3
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*Please note: candidates should be eligible to work in the UK for the duration of the programme (we are unable to provide sponsorship).*

### **Stages in Assessment:**

1= Application Form \*

2= Selection Tests at Assessment Centre – i.e. presentation, data analysis, team activities

3= Interview Day

### **Conditions of Service**

The appointment will be on a full-time, fixed term basis. Salary will be on Administrative Services Grade 5, with a starting salary of £25,217 on an incremental scale, with the potential to receive additional performance-related bonuses that would achieve a salary of £30,942 in the third year of the programme. Salaries may also increase with any cost of living award implemented by Loughborough University.

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: [www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html](http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html)

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\* Please note that all applications must be submitted using the University's online application form (CVs will not be considered). Applicants should submit a supporting statement as part of the online application form covering the following three key questions (noting how the essential criteria are met within the answers):

- Why are you interested in a career in Higher Education management and leadership?
- What is your proudest achievement to date, what was your role in this, and what have you learnt from this experience?
- Can you describe a time when you showed initiative and what was the impact of this?

*To avoid the online application timing out, we recommend that you type your supporting statement out before copy and pasting into the online text boxes provided.*