

Graduate Management Trainee

REQ230039

Job Description

Job Purpose

To complete a paid 3-year graduate management trainee scheme that helps to prepare the postholder to apply for future leadership and management opportunities at Loughborough University and the wider Higher Education sector. To complete a variety of placements across the University within Professional Services areas and in roles that support Schools.

The postholder will deliver a range of strategically important projects and will provide effective support to a variety of core University functions throughout the various placements. Graduate Management Trainees will have responsibilities commensurate with this grade and will be expected to work flexibly across their placements. Support and training will be provided to enable the post holder to undertake other duties as required and to develop professionally during the three-year scheme.

Job Duties

Outlined below are the job duties relating to the overall Loughborough Graduate Management Trainee Scheme, specific objectives for each placement will be set by the individual Placement Managers once in role:

- To effectively engage with and deliver on the objectives and responsibilities outlined for each placement.
- To engage with the relevant University training to be able to complete process reviews that help to drive efficient working practices
- To manage key projects of strategic importance, 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, including writing reports and making presentations to individuals and groups.
- 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, organise and contribute to relevant committees and meetings; to co-ordinate and act as secretary to University Programme/Project Management Boards or Working Groups.
- 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 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 Management Trainee Scheme Lead 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.

Organisational Responsibility

Reports to the Placement Manager.

PERSON SPECIFICATION

Job Title: Graduate Management Trainee

Job Grade: Grade 5

	Essential	Stage to be Assessed
Experience	Experience of dealing with people in a variety of complex and difficult situations	1 and 3
	Experience of working individually and as part of a team	1 and 3
	Experience in problem solving, using initiative and judgement in more complex situations	1, 2 and 3
	Experience in planning and organising workload in order to meet necessary deadlines	1, 2 and 3
Skills and Abilities	Flexibility to respond effectively to challenge and change, ability to adapt to different environments and deal with unforeseen circumstances effectively	1, 2 and 3
	Confident in forming effective working relationships with a broad range of people	3
	Effective written and oral communication skills, including being able to tailor written communication and presentations to engage diverse audiences	1, 2 and 3
	Good organisational skills with the ability to prioritise tasks and work to ensure activities are completed effectively	2 and 3
	Able to work with accuracy and attention to detail	2
	Ability to express opposing views in a constructive manner, using judgement to adapt personal style to the audience	1 and 3
	Ability to work confidentially and in a professional manner	3
	Excellent practical IT skills including Microsoft Office and Outlook diary management	1 and 2
Training	Demonstrate evidence of having undertaken further training.	1 and 3
	Adopt new procedures as and when required	
Education and Qualifications	Undergraduate Degree, Masters or PhD obtained from Loughborough University in the last 2 years or those due to graduate this year (<i>exception: Existing Loughborough University employees are eligible for this post regardless of where they graduated</i>)	All assessed at stage 1
	A level education or equivalent	
Equality & Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	3

Please note: The Graduate Management Trainee role is sponsorable under the UKVI's Point-Based System and the University will be able to assign a Certificate of Sponsorship to support a Skilled Worker visa application.

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 £26,396, on an incremental scale, 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

Informal Enquiries

Informal enquiries should be made to the Organisational Development team by email at od@lboro.ac.uk

* Please note that all applications must be submitted using the University's online application form (**CVs will not be considered**). Applicants must 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?

Supporting statements which do not address the questions above will **not** be considered.

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.