



Loughborough
University

Job Ref: REQ220113

Loughborough Graduate Management Trainee Scheme

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

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Introduction

Thank you for your interest in the Loughborough three-year paid Graduate Management Trainee scheme.

The Loughborough Graduate Management Trainee Scheme is an exciting scheme for new or recent graduates of Loughborough University or existing employees of the University who meet the required criteria. It is designed to develop individuals for roles in higher education leadership and management.

The Loughborough Graduate Trainee Scheme could be for you if:

- You are passionate about higher education and the impact it makes in society;
- You are interested in a career in a dynamic, large organisation that has a mission to advance and disseminate knowledge for public good;
- You are intelligent, hard-working, articulate and collegiate in style;
- You are motivated to complete a paid Graduate Management Trainee Scheme at a top-ten University, and like what Loughborough University offers.

Over the three-year period our employed Graduate Management Trainees will complete a range of placements across various University departments, working closely with schools and having access to the most senior leaders of the University. Graduates will engage with tailored development activities and will have access to mentors for support. The placements and development activities are designed to inspire and stretch trainees to reach their potential helping to build upon our reputation as a top ten university. Upon completion of the programme trainees will be well-suited to apply for management roles at Loughborough or other universities.

The Loughborough Graduate Management Trainee Scheme could be for you, if you are an ambitious individual who meets the criteria, and you have an interest in working in higher education and for Loughborough University we would love to hear from you.



Richard Taylor
Chief Operating Officer



About Loughborough University

Loughborough is an exceptional university. During uncertain times for higher education, and whilst others scramble for the safety of the pack, we are proud to be different. The combination of our excellent student experience, enterprising outlook, world class research and unparalleled sporting success gives rise to something that's truly special and distinctive amongst the UK's universities.

It's not just what we do that makes Loughborough special, it's our focus and our spirit. We are deeply competitive but committed to partnership working. We are determined to succeed and to motivate everyone to be the best they can be.

Loughborough's sense of community runs deep: it's in our DNA. We value our unique identity and our sector-leading work on diversity and inclusion. We are hugely successful and unafraid of innovation; a learning organisation that pushes boundaries.

Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident in 2021. Today the #LboroFamily comprises over 3,650 colleagues and more than 18,500 students. We are overwhelmingly proud of them and all they achieve. From our 440-acre campus in the East Midlands and our London campus at the Queen Elizabeth Olympic Park, we operate an endeavour with an annual turnover of £327.3m.



Our people

Life at Loughborough has a strong community feel. It is a factor we pride ourselves on.

Our students, graduates, staff and campus based partners are at the heart of all that we do.

Within this close-knit community, there is a shared atmosphere of determination, community, and a will to succeed. It is an environment that involves and motivates everyone to be the best they can be.



applications were made for around 3,800 undergraduate places in 2021/21



students from over 145 different countries



of our students on campus are international

Our students

Student numbers 2020/21 UK/EU and international

Undergraduate	14,255
Postgraduate taught	2,857
Postgraduate research	1,190
Further education	118
Other (including temporary exchange and staff research)	171

Our alumni

Loughborough University has a global community of over 192,000 graduates from 169 countries.

Over £6.1 million has been donated by alumni and friends of the University over the last three years.

Our staff

Staff numbers (Dec 2020)

Administrative, management and specialist staff	1,297
Researching, teaching, enterprise, specialist and supporting academic	1,390
Operational and technical staff	964

We have over 3,900 members of staff. 17% of our employee numbers are represented by international members of staff, covering over 75 different nationalities*

Our staff to student ratio is one member of academic staff for every 13.5 students.



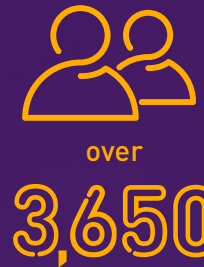
Awarded seven Queen's Anniversary Prizes

Our collaborations

The University works with thousands of organisations worldwide, exchanging knowledge to drive innovation, boost performance and meet current and future challenges.

Our strategic collaborations include

Advanced Technology Innovation Centre (ATIC) www.lusep.co.uk/atic	Leicester Biomedical Research Centre www.leicesterbrc.nihr.ac.uk
Caterpillar Innovation and Research Centre www.lboro.ac.uk/caterpillar-irc	National Centre for Sport and Exercise Medicine www.ncsem-em.org.uk
Energy Research Accelerator www.era.ac.uk	Rolls-Royce University Technology Centre www.lboro.ac.uk/rolls-royce-utc
Midlands Innovation www.midlandsinnovation.org.uk	SportPark www.LUSEP.co.uk/sport-park
UK Collaboratorium for Research in Infrastructures and Cities (UKCRIC) www.ukcric.com	The Manufacturing Technology Centre (MTC) www.the-mtc.org



staff, Loughborough's biggest employer



We hold the **Bronze institutional award for Athena Swan**
We are committed to recruiting, retaining and promoting women in Science, Technology, Engineering and Mathematics in higher education.



The University has long-standing collaborative links with many public and private sector organisations



Over 90 tenant partners are based on Loughborough University Science and Enterprise Park (LUSEP)

Our achievements

We successfully combine a world leading research endeavour with arguably the UK’s best student experience. We are home to the worlds leading academic lead elite sport ecosystem, as well an outstanding estate and innovative enterprise work.



OUR LONDON CAMPUS

OPENED IN 2015 AND IS HOME TO OVER 1,000 POSTGRADUATES



INTERNATIONAL QS STARS SCHEME 2020

FIVE STARS PLUS INSTITUTION

ONE OF ONLY 13 WORLDWIDE



QS WORLD UNIVERSITY RANKINGS BY SUBJECT 2021

BEST UNIVERSITY IN THE WORLD FOR SPORTS RELATED SUBJECTS



IN ENGLAND FOR OVERALL SATISFACTION

NATIONAL STUDENT SURVEY 2021



2020 WHATUNI STUDENT CHOICE AWARDS

UNIVERSITY OF THE YEAR



BRITISH UNIVERSITY AND COLLEGE SPORT CHAMPIONS

40 YEARS IN A ROW



IN EVERY NATIONAL UNIVERSITY LEAGUE TABLE



UNIVERSITY OF THE YEAR FOR SPORT

THE TIMES AND SUNDAY TIMES GOOD UNIVERSITY GUIDE 2022



THE UNIVERSITY'S ANNUAL INCOME

(2019/20)



AWARDED SEVEN QUEEN'S ANNIVERSARY PRIZES FOR THE QUALITY OF OUR RESEARCH



RANKED 10TH

IN THE TIMES AND SUNDAY TIMES GOOD UNIVERSITY GUIDE 2022



HOME TO LOUGHBOROUGH UNIVERSITY SCIENCE AND ENTERPRISE PARK

A DYNAMIC INNOVATION COMMUNITY FOR BOTH ESTABLISHED ORGANISATIONS AND START UPS



THE COMPLETE UNIVERSITY GUIDE 2022

RANKED 7TH

*Based on English HEIs excluding specialists, FECs and alternative providers



Our staff networks

The University has a number of [staff networks](#) which enable colleagues to support each other, discuss issues within our community and wider society, and contribute to future strategic developments at the University.

Age Appreciation Group

Open to staff of any age, the group champions age diversity. The Group is currently seeking a new Chairperson to lead the development of a strategy that promotes the university as a great place to work for all ages.

Black, Asian and Ethnic Minority (BAME) Network

The group raises awareness of race and cultural issues and is a forum to raise the profile of black and ethnic minority cultures on campus.

Staff Inclusivity Group

The Staff Inclusivity Group is committed to achieving equality for all those who work across both campuses. We aim to ensure that the University demonstrates a fair and supportive environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of disability, including mental health difficulties and neurodivergent differences.

We are proud to support our diverse community and wish to encourage and celebrate its full contribution to a University life where all colleagues are treated equally and with respect.

Part-time Staff Group

An informal support network for people who currently work flexibly or on a part time basis, or who would like to do so in the future.

LGBT+ Staff Network

The LGBT+ Staff Network encompasses staff that identify as LGBT+ and those who are allies. The Network has monthly meetings where staff highlight LGBT+-related issues, organise events and campaigns for awareness and celebration, and offer a space to ensure that LGBT+ staff are represented, supported, valued and have a structure through which they can instigate change. Our current priorities are to: work with colleagues to facilitate a systemic and structured audit of LU structures, processes and experience of LGBT+ staff (Stonewall Workplace Equality Index); implement recommendations from the audit; and create and publicised proactive policies for trans and non-binary staff.

Maia

Maia is the Loughborough University Women's Network. Maia unites women staff and Doctoral Researchers, including trans women and non-binary people comfortable in a female-centred community, across Schools, Professional Services and Loughborough Students' Union. Maia seeks to make change happen across the University by providing an inclusive community and networking opportunities, creating meaningful, impactful events and initiatives, and delivering and advocating for change to progress gender equity at Loughborough.

International Staff Group

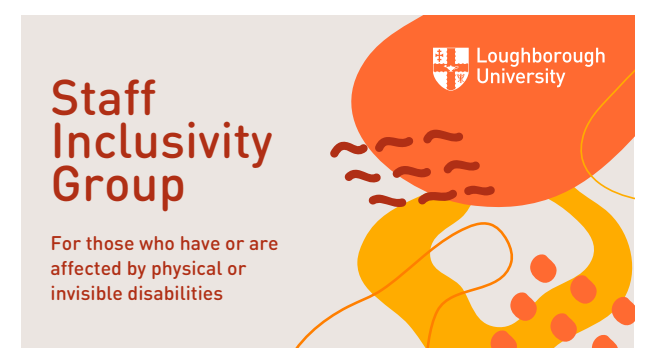
The network supports the development of a fair and supportive environment that provides equality of opportunity and freedom to international staff.

Working Parents and Carers' Network

For all staff who have, or who have had, parental or caring responsibilities, this network provides a forum for support, sharing experiences and raising issues relevant to working families. We are an informal group which aims to offer a community for working parents and carers, and which also seeks to influence university policies and practices which impact on our members.

Armed Forces Network Group

Open to those staff, and their family members, who have served in the Armed Forces. The University is a signatory to the Armed forces Covenant and has pledged to treat with fairness and respect those who serve or who have served in the Armed Forces, and their families. Our Armed Forces Network provides a forum and support group for staff and students who are Military Reservists, Veterans and their family members. The University promotes itself as an armed forces institution with HR policies that support the recruitment of veterans and their families. Our contribution was recognised with a Silver award in the 2021 Defence Employer Recognition Scheme.





Salary and benefits

The first year starting salary for trainees on the Loughborough Graduate Management Trainee Scheme is £26,396. The starting salary will increase in line with the annual increments for the role each year and where a cost-of-living increase is applied by the University.

Loughborough University prides itself on providing staff members with a strong level of support, a welcoming work environment, and an excellent package of benefits for our employees.

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 our Loughborough Management Graduate Trainees include:

- Rewards to recognise excellence and achievements
- Established Pension schemes

- 20 days annual leave plus 14 bank holiday and concessionary days
- Access to the country's largest concentration of high quality sports training facilities
- Commitment to flexible working arrangements where possible
- Professional development courses
- On-site nursery
- 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

About the scheme

The Loughborough University paid Graduate Management Trainee Scheme is now seeking to recruit its fifth cohort of high-calibre individuals to take up their position on the scheme in September 2023.

The scheme is an exciting employment opportunity for ambitious graduates seeking a role in leadership and management within Higher Education. Completion of the Loughborough Graduate Management Trainee Scheme will put trainees in a good position to apply for permanent roles at Loughborough and across the wider Higher Education sector.

Over a three-year period, Graduate Management Trainees will complete a variety of placements from across different areas of the University, working closely with schools and the most senior stakeholders.

The placements provide the opportunity for 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 Service areas hosting placements have previously included:

Academic Registry, the Change Team, Campus Services, Finance, People & Organisational Development, Planning, Sports Development Centre a School based placement and the Vice-Chancellor's Office.

Placements are based in Loughborough although there may be the opportunity to work with our London campus. The placements work on a rotation basis and trainees will follow a pathway that is curated for them over the three-year period to ensure a breadth of challenges and exposure the different workings of the University.

All trainees will have the opportunity to complete a range of professional development activities to support in their role and will undertake activities such as process review activities and learning about effective governance and committees within Loughborough University.

Learning and development is an essential component of the Loughborough Graduate Management Scheme, the placements and projects are complemented by a tailored development programme providing access to a range of University courses and learning activities to support each Graduate in their role. In addition, Graduate Management Trainees will have access to a mentor.

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



Our Graduate Management trainees

Since launching in 2018, we have welcomed four cohorts of Graduate Management Trainees. Some of our Graduate Management Trainees have shared insights around their experiences so far and why they chose the scheme below.

Cohort of 2020

Renae

BSc Sport and Exercise Science

During my final year at Loughborough, I was unsure of my desired future career path, but I knew in the short term I wanted to undertake a role where I would be challenged and encouraged to reach my full potential. Therefore, the Graduate Management Programme was an amazing opportunity to be challenged in a supportive environment, allowing me to develop a variety of skills necessary to excel as a leader within Higher Education and/or other career sectors.

Vice-Chancellor's Office

My first placement was in the Vice-Chancellor's Office working on a wide variety of projects including the recruitment process for the Imago Chief Executive, QS World Rankings and a Black Student Non-Continuation Project. I thoroughly enjoyed this placement and gained a lot of valuable experience through engaging in projects that had a clear strategic impact.

Skills developed: Communication, stakeholder management and data analysis. The regular access to the Senior Leadership Team was a remarkable opportunity at the start of my career.

Organisational Development and Change Team

My second placement was in the Organisational Development and Change Team focused on process and culture change projects across the University. Throughout this placement, I have worked on several projects including a process improvement for portfolio submissions within the School of Design and Creative Arts and was involved in undertaking an Equality Impact Assessment for the University's new Dynamic Working initiative. Recently, I also worked alongside the Director of Organisational Development and Change and an external partner to design, produce and implement a 360-degree feedback process for the Senior Leadership Team.

Skills developed: Project and change management.



Covid Response Group

Across both placements, I have also supported the University's Covid Response Group to manage the University's operational and planning response to the Covid-19 pandemic. This has given me a vast understanding of effective crisis management and planning whilst developing my organisation, committee servicing and governance skills.

Vice-Chancellor's Office (Chief Operating Officer Special Projects and Line-Management Responsibilities)

For my fourth placement on the scheme, I have returned to the Vice-Chancellor's Office to provide strategic project support to the Chief Operating Officer. In my role, I have led on a review of policy gateway, supported the initiation of Project Reputation and managed the coordination and planning of Human Resources' recruitment campaign for approximately 20 vacancies. Alongside this, I also have line management responsibility for a team of four colleagues also based in the VCO. This has given me the opportunity to utilise the management skills I have developed over the last two years on the graduate programme whilst giving me experience of developing my own coaching and management style.

Skills developed: Line management, coaching, prioritisation of others workload, communication, project management.

Tanika

BSc (Hons) Sport and Exercise Science

I was unaware of the variety of roles available within Higher Education until starting the Graduate Management trainee scheme. Here at Loughborough University, I feel there is always someone to offer guidance and support when facing challenges. My passion for Sport was the main reason I chose Loughborough University, and through the scheme I have had the opportunity to be involved in Sport in various ways.

Academic Registry

My first placement on the Graduate scheme was in the Student Office, Academic Registry. During this placement, I was able to understand many of the key processes involved in the student journey, such as registration, exams and graduation. This role provided me with the opportunity to be involved in the planning and execution of the 2020 and 2021 Graduation ceremonies.

Skills developed: Strategic planning and committee servicing.

Planning Team and Sports Development Centre

My second placement was across 2 departments. Whilst in Planning, I had a large involvement in the Athena Swan Transformed Charter and had the opportunity to work with data analysts in the Planning Team.

Whilst in SDC, I supported the transition of AU sport operations moving from the Loughborough Student's Union to the Sports Development Centre. I was also able to shadow Performance Sport operations.

Skills developed: data interpretation, Microsoft Excel experience, time management and task prioritisation.

Vice-Chancellor's Office

My third placement was in the Vice-Chancellor's Office, working with the Vice Chancellor's Head of Staff and the university Event's team to organise and support events such as the Inaugural Vice Chancellor's Awards and the University Strategy Launch.

Skills developed: Liaising with stakeholders and managing confidential projects.

School of Aeronautical, Automotive, Chemical and Materials Engineering

I am currently working in a School at the university for the first time. I am reviewing internal processes to propose changes to improve the PhD admissions process for all stakeholders involved. I have very recently started this placement and look forward to reflecting on my skills developed in this role.



Cohort of 2021

Matt

**BSc (Hons) Geography &
MSc Environmental Management**

Loughborough is a community-based organisation, which was an appealing factor for me when I was thinking about applying. I had enjoyed my time in Higher Education as a student but wasn't sure where my skills could be put to best use as a member of staff, so the scheme provided me with an opportunity to experience a range of departments across the University.

In my first placement in the Research & Innovation Office, I completed an institution-wide review project in the Research & Innovation Office, the results of which have now been implemented. My current placement sees me in the Change Team, part of the Organisational Development directorate. I'm working on one of the six enabling projects, helping to deliver the University's new strategy to 2030. As of January, this has included me acting as Project Manager for one of the six projects. These experiences are proving invaluable in helping me to understand how large organisations such as universities function, and how my skills can be developed in different contexts.



Ruqayya

MSc Finance and Investment

After completing my Master's degree, I was briefly employed at University of Leicester where I found a true interest in Higher Education. However, I was ready for a bigger challenge; and I wanted the opportunity to take a leadership position, which is why this graduate management role was perfect for me. I had a great experience as a student at Loughborough University and wanted to offer my perspective to make a difference.

My first placement was in Finance, working with Senior Management on a Payment Acceptance project. I was tasked to take lead on analysing all income, which was integral to the strategic decisions made by the University's Finance department. In my current placement, I have the amazing opportunity to work with the University's Pro Vice-Chancellor for Education and Student Experience. I am working on a variety of projects with her, including the submission of the Teaching Excellence Framework; analysing the Size and Shape of the University by reviewing the performance of our undergraduate and postgraduate courses; as well as supporting an exciting project to oversee the procurement of digital technologies after a successful STEM Teaching Capital fund bid.

The scheme has already provided exposure to the wider mechanisms of the University as well as an opportunity to network with senior leaders. I have enjoyed the challenge and being able to develop key transferrable skills that I know will help me in my future.



Cohort of 2022

Ben

**BSc Psychology
MSc Work Psychology**

Whilst completing my final year as a student at Loughborough, I was concerned that I may end up pursuing a Graduate role that would limit my future career options, at a point where I was not certain about the pathway that I felt I was right for me. The Graduate Management Trainee Scheme offers a huge variety of experiences across the University through the various placements. The community around the University have been so welcoming, and keen to share their experiences of working in higher education which has been particularly useful.

My first placement on the scheme has been in the Vice-Chancellor's Office, primarily working on projects and events initiated by the Chief Of Staff. I am greatly appreciative of the huge variety of tasks we can engage with as GMT's – giving us exposure to so many different elements of how the University functions that I was never aware of as a student. This has allowed me to explore where my strengths are and identify where I can continue to grow, developing skills that shall be central to any future career.



Sandra

**BSc (Hons) Sociology &
MSc Social Science Research (Social Policy) (Current)**

The Graduate Management Trainee Scheme is an incredible opportunity for individuals to challenge themselves, develop beneficial skills to reach their full potential and become future leaders within the Higher Education sector. I am so passionate about making changes that I have also signed up for a part-time Master's in social science research!

The scheme is very flexible as it allows you to identify areas you are interested in. For example, I am proud to be part of the Black, Asian and Ethnic Minority (BAME) Network, where the group aims to raise awareness of race and cultural issues on campus. Within the network, I helped organise Christmas Dinner and Lunar New Year Lunch, which staff and students can attend and celebrate different cultures.

My first placement was in the Finance Office, where I looked at the supplier set-up process, covering £100m+ of spending and impacting most university colleagues. Throughout the project, I analysed and interpreted the spending patterns of schools and professional services, identifying the main issues and providing recommendations to improve the process.

It also involves regular communication with stakeholders both in the Finance Office and externally, to gain better insight from end users' perspectives, according to Loughborough's process improvement method.



Application and recruitment process

For our paid Graduate Management Trainee Scheme, we are looking to recruit Loughborough graduates who have graduated in the last 2 years, those who have graduated since 2021. No previous management experience is required but applicants will need to demonstrate how they can meet the criteria outlined in the Person Specification in the Job Description, available on our recruitment page.

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

How to apply

Applications must be submitted using our official online application form, using the 'Apply Online' button found at the link above. CVs will not be accepted.

Applicants are required to submit a supporting statement within the online application form (there is a 750-word limit) covering the following three questions:

- Why are you interested in a career in Higher Education and why Loughborough University?
- 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?

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

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.

Application dates

Opening date: Monday 30 January

Closing date: Monday 27 February

Shortlisted candidates notified/invited to assessment centre by Friday 3 March

Online Assessment Centre: Wednesday 15 March

Interviews: Wednesday 29 March.

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 – applications open

Applications are open from **Monday 30 January until mid-day (noon) on Monday 27 February 2023.**

Stage two – assessment centre

Shortlisted applicants will be invited to attend an assessment day on **Wednesday 15 March 2023**, during which they will be required to take part in a number of group exercises.

Stage three – panel interviews

Applicants who are successfully shortlisted from stage two will be invited to complete further online activities and attend panel interviews on **Wednesday 29 March 2023.**

Start date

Successful applicants will begin the Loughborough Graduate Management Trainee Scheme **mid September 2023.**

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

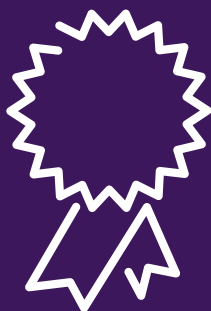
Working for us

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

Contact us

For further information please contact Organisational Development by email at OD@lboro.ac.uk





TOP 10
IN EVERY
NATIONAL UNIVERSITY
LEAGUE TABLE