



ROLE PROFILE

- Job Title:** Ambitious Futures Graduate Trainee
- Job Family and Level:** Administrative, Professional, Managerial, level 4 career training grade
- Contract Status:** Fixed-term contract for a period of 18 months, commencing 4 September 2019 and ending 26 February 2021
- Hours of Work:** Full-time
- Location:** Two placements across the University of Nottingham campuses, plus one placement at an Ambitious Futures partner institution.

The Purpose of the Role:

To participate in a graduate leadership programme to gain a thorough grounding in Higher Education administration as outlined below. The scheme is designed to provide the foundation for a Professional Services career in the HE sector. The appointee will gain experience in key services, methods and processes, in both central support services and academic departments, and receive a sound introduction to Higher Education policy. He/she will undertake project work, and participate in operational service delivery.

The appointee will undertake three placements during the eighteen month appointment, the second of which will be at another partner institution within the Ambitious Futures scheme.

	Main Responsibilities	% time per year
1.	To undertake tasks within a range of administrative units and take on operational responsibilities by completing projects and/or development tasks within Professional Services and Schools/Faculties.	35%
2.	To develop a sound understanding of the Higher Education context and policy environment, both in the University nationally and internationally and the various key agencies involved i.e. understanding markets, income streams and resource allocation processes as well as different stakeholder perspectives including students, parents, employers, funding bodies and commercial partners, as well as the range of internal partners.	35%
3.	To gain an appreciation of the different areas of University administration, and how they interrelate. To gain an understanding of the structures, culture, and context informing the institution's strategies and decisions; the nature of and need for institutional memory, and to develop a personal professional network to facilitate successful project and operational management.	10%
4.	To research and produce high quality, succinct briefing papers and/or presentations on relevant issues.	10%

5.	To support administrative processes/tasks across the University, particularly during peak periods ensuring that HE cycles, drivers and pressures are understood.	5%
6.	To complete the University of Melbourne Emerging Leaders and Managers Program (eLAMP); to take part in professional development opportunities provided by the University, and/or Ambitious Futures.	5%

Knowledge, Skills, Qualifications & Experience:

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> At least a 2:1 in a first degree in any subject OR a postgraduate qualification (either anticipated by September 2019 or obtained in the last 5 years.) 	
Skills/Training	<ul style="list-style-type: none"> A high degree of initiative, resourcefulness, flexibility and a self-motivating approach to achieve both business objectives and personal success in order to succeed as a manager. Ability to apply skills and knowledge in new contexts and to think beyond traditional solutions. Ability to communicate clearly and effectively through oral and presentational skills. Excellent writing skills and an aptitude for producing complex reports. Takes personal responsibility for own development and has a commitment to study towards further professional qualifications. Excellent interpersonal and negotiation skills, including the ability to persuade and influence others. Good team working skills and the ability to work effectively with staff at different levels of the organisation. Good time management skills and ability to deliver quality work to deadlines Good IT skills, with experience of MS Office. 	
Experience	<ul style="list-style-type: none"> Empathy for and understanding of HE sector issues. 	<ul style="list-style-type: none"> Experience of working in an office environment Experience of a customer service role

Additional Information

Examples of placement projects:

1. Work in support of the University's Environmental Agenda in a central service
2. Develop a new marketing strategy whilst based in a School and pilot it on an overseas visit
3. Take an operational role learning about University financial management
4. Develop and manage the introduction of a new policy initiative

The second six-month placement will take place in a different University, the first and third placements are at the host University. The second six-month placement may involve a temporary relocation, or a longer than average daily commute. Some flexible working may be possible during the second placement, depending on circumstances.

Applications are not made through the University's application form. They can only be made via the following link <http://www.ambitiousfutures.co.uk/index.html>

Evidence of analytical skills, problem solving, communication, and interpersonal skills will be sought during selection.

The closing date for applications is 18 January 2019. Further assessment will include an online video interview. The final Assessment Centre will take place in w/c 11 or 18 March 2019.

Informal enquiries should be addressed to Jonathan Lamley, Programme Director at the University of Nottingham: (jonathan.lamley@nottingham.ac.uk).



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.