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| Job title | Graduate Management Trainee | Job family and level | Administrative, Professional and Managerial Level 4 Career Training Grade |
| School/ Department | Variable | Location | University of Nottingham UK campuses |

Purpose of role

To participate in a Graduate Management Scheme to gain a thorough grounding in Higher Education Leadership and Management.

The 18-month scheme will provide the foundation for a Professional Services career in the HE sector. The role holder will undertake at least three placements in key service areas during their eighteen-month appointment.

Each placement will have a different responsibilities but will include a blend of project work and operational service delivery providing you with the opportunity to develop broad skills and experience in HE management and operations.

In addition, the role holder will be supported to develop their management skills through mentoring and other professional development activities.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. The role holder will be expected to work flexibly to support the operations in each placement department.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
|---|---|------------------------|
| 1 | <p>Operational and Project Activities To undertake tasks across a range of Professional Services/Academic Departments:</p> <ul style="list-style-type: none"> ▪ To ensure effective and efficient administrative systems are in place to support the departments goals and key performance targets ▪ To drive the development, sharing and implementation of new ideas and improvements to support strategic objectives. ▪ To research and produce high quality, succinct briefing papers and/or presentations on relevant issues. ▪ Work and engage stakeholders to identify best practice or make recommendations for improvement. ▪ Embed an approach that supports equality, diversity & inclusion within all aspects work and operations | 60 % |

| | | |
|---|--|------|
| 2 | <p>Sector Knowledge and Experience</p> <ul style="list-style-type: none"> ▪ To develop a sound understanding of the Higher Education context and policy environment, both in the University nationally and internationally 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. • 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. | 20 % |
| 3 | <p>Planning and Organising</p> <p>To support administrative processes/tasks across the University, particularly during peak periods ensuring that HE cycles, drivers and pressures are understood.</p> | 10 % |
| 4 | <p>Professional Development</p> <p>To complete professional development activities provided by the University's Leadership and Management Academy</p> | 10 % |

Person specification

| | Essential | Desirable |
|--|---|---|
| Skills | <ul style="list-style-type: none"> ▪ Strong interpersonal skills and relationship management ▪ Good at tackling problems and coming up with viable solutions ▪ Excellent oral and written communication skills ▪ Good organisational and planning skills ▪ Good team working skills and the ability to work effectively with staff at different levels of the organisation ▪ Ability to work on own initiative in a proactive and driven manner. ▪ Excellent IT skills, with experience of MS Office ▪ Willingness to learn and embrace opportunities | |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Interest in and understanding of HE issues | <ul style="list-style-type: none"> ▪ Experience of working in an office environment ▪ Experience of a customer service role |
| Qualifications, certification and training (relevant to role) | <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 2023 or obtained in the last 5 years.) | |



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



