

Professional Services

Graduate Trainee

Role Profile

# Role Profile

## Job title: Professional Services Graduate Trainee

## Reports to: Placement Manager

## Role Overview

The role holder is a graduate trainee on the University’s Professional Services Graduate Programme. The programme is 2 years in duration, encompassing 4 x six month placements across the University. The aim of the programme is to give graduate trainees an insight into how the challenging business of a university operates and to develop the appropriate skills necessary for a successful career within Higher Education.

Whilst on placement, the role holder will have responsibility for the successful delivery of set projects that have clear objectives with achievable and recognisable outcomes. Placements will also incorporate some day-to-day operational work allowing the trainee to contribute to the on-going work of the team in which they are based.

The placements will develop the trainee’s skills, knowledge and experience, whilst delivering tangible outcomes to the host institutions and the University.

## Role purpose

To gain experience in Higher Education administration and management, and develop knowledge and skills necessary for a professional services career in the HE sector. This will cover training in key methods and processes as well as undertaking project based and operational work, which will contribute to the work of the host institutions in which they are based.

## Main duties and responsibilities

### Lead and contribute to projects and initiatives:

* 1. Take on operational responsibility for completing projects and developmental work within University Institutions, ensuring successful delivery in line with agreed timescales and budgets and to the required quality standard.
  2. Provide overall day-to-day coordination of the project, act as the main point of contact for the project, ensure the placement manager is kept informed of project progress and advise the placement manager of any emerging risks.
  3. Organise project events and carry out duties related to project publicity.

### Research and analysis

* 1. Carry out data analysis on aspects of the project. Gather, analyse and present data, compile reports, set up databases as required, carry out preliminary research, prepare/draft presentations, prepare briefing notes and correspondence.

### Administration

1. Produce detailed project outlines and plans, manage project documentation, create and update documents.
2. Develop an understanding of HE administration, and the impact of University’s structure and governance.
3. Support administrative tasks and processes within a range of institutions, ensuring that HE cycles, drivers and pressures are understood.
4. Complete operational work that contributes to the ongoing work of the team in relevant institution.

### Contribute to policy and strategy

1. Write assigned sections of papers and provide update reports for University committees and steering groups.
2. Contribute to policy development in areas related to relevant projects.

### Communication and liaison

1. Support and implement project communications with key stakeholders.
2. Coordinate the delivery of project communications.
3. Establish and maintain effective and productive working relationships with key stakeholders across the University. Promote the University positively within and outside the University to build networks.
4. Liaise with staff at all levels across the University and other HEI’s as appropriate to identify and share best practice.

### Professional development

1. Take personal responsibility for continuous personal and professional development and actively participate in the Professional Services Graduate Programme.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by University management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

The University expects that you will:

* Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
* Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
* Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

# Person Specification

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## Key Skills and Experience

This page lists the **essential** (experience and attributes without which the job could not be done) and **desirable**experience and attributesthat enable the role holder to perform the role well.

## Experience

### Essential

* Experience of developing and writing reports
* Experience of using relevant IT packages to produce professional documents, reports and presentations
* Experience of effective liaison with peers and colleagues to achieve results

### Desirable

* Knowledge of the UK higher education environment and current issues therein

## Skills

### Essential

* Excellent oral and written communication skills
* Strong research, analysis and report writing skills
* Strong interpersonal and team working skills
* Excellent planning, prioritising and organisational skills
* Ability to apply skills and knowledge in new environments and contexts

## Qualifications

### Essential

* At least a 2:1 degree in any subject, achieved within 5 years prior to application