

## Job Description

<b>Position:</b>	Graduate Trainee (UoB Graduate Trainee Scheme)
<b>Service</b>	Various professional support services
<b>Reference:</b>	
<b>Grade:</b>	Grade 4
<b>Status:</b>	Fixed term – 2 years
<b>Hours:</b>	Full-time 36.25 hours per week

### Background:

The Graduate Trainee Scheme provides a fixed-term paid employment opportunity for graduates who have successfully graduated from the University of Bolton either with a first degree at a minimum of a 2:2 classification or a post graduate programme.

***This opportunity is only open to UoB graduates who have completed their studies during the academic year 2020/21.***

The Scheme is for graduates to gain valuable experience of working within a department within the University. The University's intention is to create opportunities across a number of functions, which will enable graduates from a range of disciplines to gain and develop transferable professional skills within the work environment.

There will be a relevant period of induction so that the role is integrated into the University's business processes. In particular, certain mandatory training will be put in place and a mentor will be allocated from the University Mentoring Academy.

The role holder, in conjunction with their line manager, will be expected to continually monitor and evaluate their progress to be able to demonstrate a transferable skills-set.

The role holder will be expected to have an understanding and awareness of the requirements in respect to Health and Safety at Work, together with the principles of the legislative Acts relating to Data Protection, Freedom of Information and Bribery.

### Main Function of the Graduate Trainee role:

To undertake real graduate level responsibilities and strategically important projects.

The aim is to give the role holder an opportunity to encounter a wide range of internal/external activities that are undertaken on a day to day basis within the University.

This is an opportunity for recent University of Bolton graduates to develop the skills and experience required for many potential graduate professions.

**Principal Duties and Responsibilities** (specific objectives / responsibilities for each placement will be set by the individual line manager once in role):

- Engage with and deliver on the objectives and responsibilities outlined for each placement.
- Complete relevant University training deemed appropriate for the position
- Manage projects in line with any set objectives and deadlines.

- contribute ideas and innovative solutions to departmental issues
- Contribute to and produce reports and making presentations to individuals and groups.
- Undertake background research, source and manage information/data as and when required, ensuring that appropriate policies and procedures are adhered to.
- Work with tact and diplomacy and maintain appropriate levels of confidentiality for tasks and activities and within host placements.
- Manage workload effectively, ensuring that tasks are carried out in a timely and accurate manner.
- Support University-wide activities, such as Open Days, Careers Fairs, clearing, etc.
- Ensure compliance with relevant University policies and procedures.
- 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 external organisations.
- 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.
- Undertake any other duties as may be reasonably requested by the Head of Service / line manager

The Graduate Trainee will have a substantive placement in a host department plus four additional placements (each of four weeks duration - one placement elsewhere in the University Group). They will undertake real graduate level work along with a department level project with clear deliverables to be completed within the placement timeframe.

Induction, training and ongoing access to support and mentoring will be part of the employment opportunity.

### **Additional Information**

1. Work flexibly and support other services at peak times, as directed by your line manager.
2. To work flexibly as part of the team, which may require working evenings and weekends when required.

#### **Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

## Person Specification

<b>Position:</b> Graduate Trainee		<b>Reference:</b>	
<b>Service:</b> Various professional support services		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	First degree gained from the University of Bolton (lower second or above) or a post graduate programme. Please note some substantive placements may require studies in a particular discipline.	1	CV/Supporting Statement/Documentation
1 b)	Educated to GCSE, grade C or equivalent in English and Mathematics, or equivalent standard of education	1	CV/Supporting Statement/Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Excellent communication skills both verbally and in writing	1	CV/Supporting Statement/Interview and Assessment Centre
2 b)	Knowledge of trends in social media platforms and communication channels	1	CV/Supporting Statement/Interview and Assessment Centre
2 c)	Able to develop and maintain effective working relationships with a range of stakeholders	1	CV/Supporting Statement/Interview and Assessment Centre
2 d)	Good analytical and research skills	1	CV/Supporting Statement/Interview and Assessment Centre
2 e)	Project Management skills	2	CV/Supporting Statement/Interview and Assessment Centre
2 f)	Knowledge of the principles associated with legislative acts in employment, e.g. Data Protection, Health & Safety, Bribery, Freedom of Information	2	Interview
<b>3</b>	<b>Experience</b>		
3 a)	Experience of working to tight deadlines on projects	1	CV/Supporting Statement/Interview and Assessment Centre
3 b)	Experience of working in a busy office environment and delivering excellent customer service	1	CV/Supporting Statement/Interview and Assessment Centre
3 c)	Experience of using Microsoft office applications	1	CV/Supporting Statement/Interview and Assessment Centre
3 d)	Experience of writing reports and formal presentations	2	CV/Supporting Statement/Interview and Assessment Centre
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to work with accuracy and attention to detail	1	CV/Supporting Statement/Interview and Assessment Centre
4 b)	Able to lead by example and work as part of a team	1	CV/Supporting Statement/Interview and Assessment Centre
4 c)	Creative and responsive approach to work	1	CV/Supporting Statement/Interview and Assessment Centre

4 d)	Commitment to continuous improvement and creative ways of working	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willingness to work flexibly and remotely to meet the needs of the University, which may require working at times outside of normal working hours	1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 c)	Willing to undertake appropriate staff development to keep up to date with the requirements of the role, which may take place outside the University	1	Interview
5 d)	Genuine and demonstrable interest / understanding of the work of the substantive placement	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.