

**Substantive Placements
University of Bolton Graduate Development / Employment Scheme
2021**

SUBSTANTIVE PLACEMENT 1 - HUMAN RESOURCES (HR)

Summary of duties / responsibilities

Allocated a small academic / professional support departments to act as 'HR Adviser'. As such the duties / work is envisaged is to include;

- Dealing with various HR queries in their allocated department and across the University more generally
- Reviewing and updating job descriptions
- Advising managers on recruitment and selection strategies
- Training managers on HR policies, process and procedures
- Assisting with and developing recruitment campaigns
- Induction of new employees (including line managers)
- Monitoring key HR KPIs such as turnover, retention rates, sickness absence etc
- Negotiating terms and conditions of employment with staff
- Providing advice and playing a major role in work reviews and change processes
- Using HR information systems to access, input and compile data
- Identifying development needs
- Contribute to continuous improvement work in HR and in their allocated department
- Managing staff relationships, responding to any queries or problems that they have and managing their expectations
- Researching best practice and external developments
- Monitoring, reviewing and updating HR policies
- Supporting the HR Business Partners / ED of HR with various investigations, including grievance and disciplinary
- Acting as the point of contact for hiring managers, employees and other HR team members
- Support other operational transactional and project work of the HR team

Outline of Project(s) in the Substantive Placement

- Develop and project manage the launch of a series of HR 'pod casts' / videos for line managers on HR practices (e.g. recruitment, undertaking investigations, Team Talks, Performance Reviews)
- Support the HR Administrator with a review / update of HR web pages

- Project manage the review and update of the University induction process and local induction guidelines

Degree / Post Graduate Discipline Required

- Any degree considered
- A degree or masters degree in a business or psychology discipline preferred
- Must have a genuine interest in HR

SUBSTANTIVE PLACEMENT 2 - FINANCE

Summary of duties / responsibilities

The Graduate Trainee will have the opportunity to gather a range of knowledge with the finance function of the University. This will be achieved by having the opportunity to work closely with various members of the finance team, giving them a wide scope of transferable skills and expertise. We aim to give the trainee monthly tasks to take ownership of, along with relevant deadlines. As well as the chance to get involved with the more seasonal aspects of the department such as budget preparation, returns to external bodies and year end duties.

Day to day – Looking after the Variable hours tutors (VHT) system. This includes ensuring that the monthly payments are reconciled to the contracted amounts; that a journal accrual is raised each month for cumulative outstanding amounts due (including any employers oncosts), and balancing the total accruals raised (including previous years).

Monthly management accounting work – preparing the month end pay reconciliation from payroll to general ledger and the month end headcount reconciliation. This will develop understanding of the payroll process from payroll run to general ledger entries and also will assist with improving excel skills. The Trainee could also get involved with looking at how month end reporting could be improved including reviewing the current monthly reports and writing comments on the reports to assist with user understanding.

One-off – As an introductory measure (for no longer than 3 months) the trainee would be required to assist within the Exchequer team, in order to acquire a reasonable grasp of the fundamentals of the Finance function, to better inform their work in the accountancy functions. This would involve assisting in the preparation of supplier payments (including purchase ordering); the raising of customer invoices and the matching of cash receipts; cash income; and payroll processing; and VAT (both input and output tax).

Seasonal –

Management Accounting – Transactional analysis of ledger codes as an assistance to the budget setting process; assistance with the TRAC return in collating and processing the Time Allocation Survey, and the Estates costs elements of the return.

Financial Accounting - Transactional analysis of ledger codes as an assistance to the final accounts process e.g determining completeness, and ensuring compliance with cut-off requirements. Assistance in preparing the annual Finance Return e.g with some of the non-financial components such as student numbers.

Outline of Project(s) in the Substantive Placement

The project is to improve the user experience by enhancing the Finance Office's online presence. This would be undertaken by a move to direct 'web-filing.

Non GDPR

Initially we would look to move to online filing for the easier (no GDPR implications) The use of an online ready reckoner for calculating gross pay costs. This would then be used to feed into direct online filing of new project budgets, SAF, CAF & PAF. The skills needed would involve spreadsheet design, the setting of transaction identifier references, workflows, web layout;

GDPR

Once sufficient expertise has been gained we would look to move onto a higher level with online filing in the more difficult area of where there needs to be data security. Thus the submission of online filing of VHT, petty cash etc.

Degree / Post Graduate Discipline Required

- Accountancy (with a full ACCA foundation level exemption)
- Accountancy (with a partial ACCA foundation level exemption)
- Business Studies
- Computing
- Any other numerate degree

A reasonable level of written literacy is essential.

SUBSTANTIVE PLACEMENT 3 - DIVISION OF INTERNATIONAL & POSTGRADUATE (TAUGHT)

Summary of duties / responsibilities

To become familiar with the current processes of the division by:

- Obtaining an overview of the recruitment process
- Work with and learn from the Admissions Officer how to assess applications to ensure they meet the published entry requirements
- Understand the admissions process for Home PG (taught) including the requirements for interviewing courses
- Learn the complexities of the international admissions process
- Gain an insight into UKVI regulations and our responsibilities as a Student Route Sponsor
- Gain an understanding of the Credibility Assessment Process

- To gain valuable customer service skills by interacting with the global community when responding to applicant/agent enquiries

Outline of Project(s) in the Substantive Placement

Project title - The Business Processes of Admissions Project title - The Business Processes of Admissions

- The Graduate Trainee would learn the existing admissions processes of the division.
- Acting as a “critical friend” they would provide the applicant/student view of what we do, what works/doesn’t work for applicants/students and suggest improvements.
- Their observations and findings would feed into the work of the Graduate Systems Developers to support Project Digitise and help the division improve the customer journey from enquiry through to enrolment.
- This role will require liaison with academic groups for recruitment to understand the specific requirements of different academic departments in the context of developing a customer journey for the student.
- The improvements the project would bring will support the University of Bolton to be competitive with comparable institutions who heavily invest in PG/international recruitment.

Degree / Post Graduate Discipline Required

A graduate at UG or PG level from the IoM would be able to utilise the business skills they have learnt, but we would be open to graduates from other subject areas.

SUBSTANTIVE PLACEMENT 4 – JOBS FOR STUDENTS

Summary of duties / responsibilities

- Follow up activity with final year students and graduates
- Liaising with the existing team to highlight gaps in provision and work to fill those gaps
- Organising events aimed at those who are unemployed/under-employed within the Graduate Outcomes target group
- Producing targeted communications that help to raise awareness of careers support with final year students and graduates through the use of email, newsletters, social media, reports and relevant digital platforms
- Liaising with academic departments to raise awareness of the Graduate Outcomes Survey and the support that is on offer
- Working with the current careers online platform (Student Hub) to input data, improve processes and report on progress
- Help to create some resources aimed at final year students and graduates that promote what we do
- Helping to support and mentor current Student Employment Champions, providing an opportunity to develop leadership skills

Outline of Project(s) in the Substantive Placement

- The main focus of the Graduate Trainee will be to support an improvement to Graduate Outcomes metrics by working on graduate follow up and targeted initiatives, that support the careers planning process and result in more exposure to graduate-level activity.
- The Graduate Trainee will take a lead role within the project, working with the current team, in particular with the Graduate Support Adviser. They will have a specific cohort to target, and clearly defined KPIs to achieve. The process will start with final year students from the 2021/22 cohort, working with them, as they become graduates, and ensuring that they are in positive outcomes by the time the survey is sent out 15 months later. This will allow for clear tracking and evaluation of provision, which will link to the Access and Participation Plan.
- More needs to be done to maintain a rapport with our final year students and ensure they are able to make the positive transition into the workplace, but more importantly, graduate-level positions. Final year students will be tracked, and interventions devised to ensure maximum impact.

Degree / Post Graduate Discipline Required

No specific degree needed, although skills in analysing data, communication through a range of mediums, a creative background and event management will be of benefit.

SUBSTANTIVE PLACEMENT 5 – STANDARDS AND ENHANCEMENT OFFICE (SEO)

Summary of duties / responsibilities

Digitisation of the Standards and Enhancement Office staff and student facing procedures, including:

Student Facing

- 1 - Module Evaluation Questionnaires submission and data analysis/reporting system
- 2 - Student Complaints Process – submission and tracking
- 3 - Academic Appeals Process - submission and tracking
- 4 - Module guides and assessment briefs

Staff Facing

- 5 - Programme Approval process – including SPRDC/Programmes Committee input
- 6 - Programme Re-approval process
- 7 – External Examiner Register and Reporting System

The Graduate Trainee would work between SEO and other departments across the University (including SDM, IS&T, OCD, SU) to gather information about how other

areas are utilising various platforms eg sharepoint, moodle to digitise their operations and using this information recommend the online opportunities that SEO should develop focusing on the six areas of operation detailed above.

The Graduate Trainee would then be involved in developing the specification for each project and dependent on the platform chosen and their own areas of knowledge, skills and experience, either work with other developers to build the online tool chosen or will be involved in the development process itself.

Outline of Project(s) in the Substantive Placement

Digitisation of the Standards and Enhancement Office staff and student facing procedures, including:

Student Facing

- 1 - Module Evaluation Questionnaires submission and data analysis/reporting system
- 2 - Student Complaints Process – submission and tracking
- 3 - Academic Appeals Process - submission and tracking
- 4 - Module guides and assessment briefs

Staff Facing

- 5 - Programme Approval process – including SPRDC/Programmes Committee input
- 6 - Programme Re-approval process

For each of the sub projects listed above, the Graduate Trainees role within the SEO Digitisation Project would be initially researcher, moving to the role of assistant specifier, then either solution developer or working in collaboration with developers the role of assistant solution developer and finally implementation and reviewer

Degree / Post Graduate Discipline Required

A degree in a subject which evidences that the Graduate is:

- technologically adept and quick to learn new technologies;
- good at analysing and solving problems;
- capable of working collaboratively with others;
- via primary research is able to produce good system or process flowcharts;
- has an understanding of web technologies.

SUBSTANTIVE PLACEMENT 6 – APPRENTICESHIPS

Summary of duties / responsibilities

- Management of data entry onto Smart Apprentice (SA) Software
- Management of the integrity / accuracy of inputted data

- Development of process to utilise Smart Apprentice as the electronic sign up tool for Apprenticeships
- Development of training for Smart Apprentice roll out and the delivery of this training to internal and external stakeholders
- Device and Project Manage the roll out methodology for Smart Apprentice Software for existing and new apprentice learners
- Liaise with Apprenticeship leads in each School to facilitate this, utilising a sequenced approach.
- Develop a suite of reports, utilising Smart Apprentice, for a monthly management overview of progress of learners

Develop a quick view dashboard on Smart Apprentice, as a management overview to identify issues quickly

Outline of Project(s) in the Substantive Placement

Smart Apprentice is the software that the University is going to utilise to manage elements of compliance against the Education Skills Funding Agency (ESFA) funding regulations, which will provide a holistic view of all apprenticeship learners for the following aspects:-

- Progress (programme completion)
- Progress (against Skills, Knowledge and Behaviours)
- Progress (gate way requirements to complete apprenticeship)
- Progress (End Point Assessment - EPA - apprenticeship completion)
- Quarterly review monitoring
- Off Job Training monitoring
- Sign up documentation

This holistic view will then enable early interventions to occur and action plans to be implemented, which will ensure the University remains compliant against these regulations.

The project therefore, is to oversee and facilitate the rollout of Smart Apprentice across the University.

The Graduate Trainee will act as the Project Manager and work closely with the Quality and Compliance Senior Officer, to devise a project schedule, utilising a phased approach, to facilitate a timely rollout.

The Graduate Trainee, will therefore have direct responsibility for the following aspects, which are expected to form part of the implementation project schedule:-

- Liaise directly with Smart Apprentice, as main point of contact for the project
- Data importing and integrity checking
- Learner file formation - (4 elements - Course - Skills Knowledge and behaviours - gateway and End point assessment)
- Compliance formation - Sign up, reviews and Off Job Training (form creation, to meet ESFA regulations)
- System training creation and delivery (for internal and external stakeholders)

- Two phased plan for roll out to existing learners, as phase one and new learners as phase two.
- Development of learner and employer surveys
- Development of management reports
- Development of management dashboard
- On going monitoring of system performance and implementation of new areas, which beyond the initial implementation, enhances the systems utilisation

Degree / Post Graduate Discipline Required

An understanding of project management principles, coupled with a strong understanding of Information Technology and data bases.