

University of Bolton Graduate Development / Employment Scheme 2021

Background

Following the success of the Graduate Intern Scheme, the recent Graduate Kickstart Scheme and in support of the focus on the student experience and employability agenda Bolton has developed its own graduate trainee scheme to grow our own professional support talent pool. The aims of this scheme are to recruit the University's next generation of administrative managers / leaders and to equip our brightest students with the skills / experience to secure graduate level posts either at Bolton, at other HEIs or in other local employers.

The employment model itself is to be a fixed term contract of two years duration and involve a planned rotation of placements in different areas of the University complemented by training and mentoring.

What will the Scheme include?

In addition to their substantive placement trainees would undertake four placements (each of four weeks duration) in a number of key areas of the University's administration over the two years - for the graduate to gain a broader understanding of the University, other areas and for the host department to benefit from the additional resource. One placement will be elsewhere in the University Group (i.e. within Bolton College, Alliance Learning or the Anderson Centre).

Although there is a generic job description and person specification for the Scheme actual duties and responsibilities during each placement would vary. However, under the scheme graduates would undertake real work in the department along with a department level project(s) with clear deliverables to be completed within the placement.

To assist the trainee's development the University will contribute towards the costs of a professional qualification OR give them access to an appropriate Level 5 Apprenticeship programme offered within the University Group and provide up to five days paid study leave.

A facilitated Action Learning Set will also be established for the cohort. An Action Learning Set is a structured session which enables a small group to address challenging and complex issues, by meeting on a regular basis and working together to explore and resolve the issue.

Mentors will be drawn internally from the Unvelvety Mentoring Academy (and these mentors will also support the development of employability skills.) Host departments would be responsible for providing funding / arranging any local training needs,

induction and for allocating a colleague from within the department to act as a 'buddy' / supervisor. A University / Scheme level induction will also be arranged by HR and the Jobs for Students team.

Eligibility to Apply to the Scheme

Graduate trainees will be ambitious and intelligent recent graduates of the University who are interested in embarking on a career in Higher Education administration. Candidates must have achieved at least a 2.2 in a first degree or successfully completed a postgraduate at the University. To be eligible for the Scheme this year they must have graduated in 2021.

Application Process

Graduates submit a CV along with a covering letter / personal statement (of no more than 2 sides of A4) by email to studenthub-careers@bolton.ac.uk before the closing date. The covering letter / personal statement should include the following;

- a) Confirmation of a first and second choice opportunity from the published substantive placements
- b) Reasons for applying for a place on the Scheme and interest in the first and second choice of the published substantive placements
- c) How they meet the criteria in the Person Specification

An assessment centre and also a panel interview (led by the Jobs for Students team with involvement from the substantive placement department) will be held for shortlisted applicants. The purpose of the assessment centre is to establish if candidates have the aptitude required, ability to work in a group and to assess their writing, analytical and comprehension skills.

Terms of the Scheme

Trainees will be appointed on a full-time fixed term contract for a duration of two years on a salary at the bottom of Grade 4 (currently £21,814). Subject to satisfactory performance trainees would move to the second point on Grade 4 (currently £22,417) in year two. Working hours will be 36.25 hours per week.

Other benefits would include; contributory membership of the Greater Manchester Pension Fund, 26 days annual leave (plus bank holidays) and occupational sick pay (one month's full pay followed by two months half pay). The notice period would be three months for both the trainee and the University.

The trainees do not receive a guarantee of employment at the University at the end of the scheme. However, individuals who have demonstrated excellent performance and development during their fixed term role will be well-positioned to progress to substantive posts within the University and HR and the Job for Students team would work with these individuals to facilitate this progression internally wherever possible. Furthermore, the Jobs for Students team will support the external marketing and job seeking activity for those who successfully complete the scheme.

At the end of the first cohort a full evaluation of the Scheme and its impact will be undertaken.

For 2021 six substantive placements have been identified for graduates to apply for.

Timetable

Activity	Date
Formal launch to University of Bolton graduates	By 27 th August
Closing date for applications	6 th September (5 pm)
Assessment centre	17 th September
Commencement of substantive placements	From 20 th September onwards