UNIVERSITY OF BIRMINGHAM
Graduate Training Scheme

Post Title	Graduate Management Trainee in Professional Services Up to 6 posts available
Organisation Advertising Description	University of Birmingham
Post Number	48578
Full Time/Part Time	Full Time
Duration	24 months fixed term
The scheme is open to:	Graduates that have attained a 2:1 degree in the past 3 years (2014-2016 or completion in 2017) and are eligible to work in the UK
Grade	Grade 6
Salary	The salary for this role will be £26,052 per year
Terms and Conditions	Administrative and Other Related
Closing Date	8 January 2017

Summary

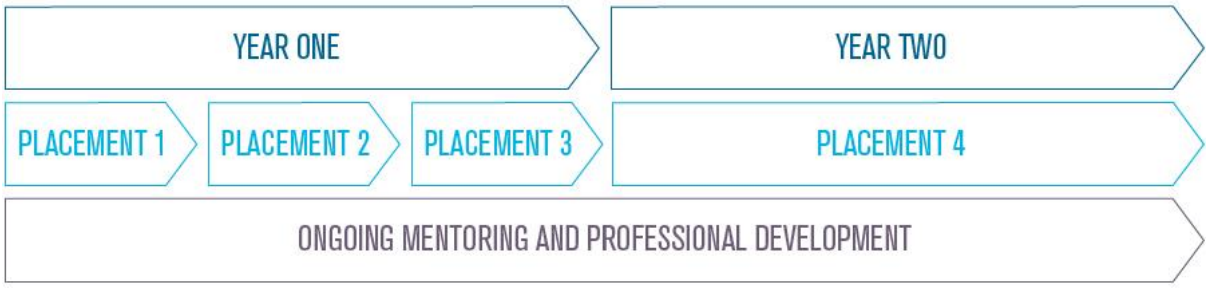
The University of Birmingham is one of the largest employers in the West Midlands. With around 7,000 members of staff working across a huge variety of roles, running an organisation of this size and complexity offers a challenge to rival that of any major business or public sector body. Committed to attracting the best and brightest employees, our Graduate Management Training Scheme provides ambitious and high calibre graduates with an entry point to a dynamic and stimulating career in university management and leadership.

Our two-year programme includes a rotation of placements across different areas of the University's Professional Services, complemented by a tailored training and development package and mentoring from a University director. Trainees will learn what it takes to run a global university and will gain direct experience of a number of University services.

We strongly recommend visiting our website for more information on the scheme: http://www.birmingham.ac.uk/gts

The scheme

Trainees will undertake three 4-month placements in Professional Services, followed by a year-long placement. Placement portfolios are structured to give exposure to a variety of roles and perspectives, both within central departments (such as student services, marketing, business engagement and human resources) and academic structures (the Colleges and Schools which are home to our academic departments).



Although responsibilities within each placement will vary, all are stretching and challenging to allow you to rapidly develop high-level skills. In the first year, the shorter placements will give you a clear project and opportunities to showcase what you have achieved, with a strong developmental element.

In year two, the longer placement will enable you to build on the skills and knowledge you have already developed, allowing more substantial work to be undertaken alongside the regular cycle of business and the chance to work with a department through a full academic year. You will receive regular support from your placement supervisor and line manager, but are expected to be proactive and take ownership of your projects.

The University anticipates appointing up to six Trainees for 2017-19 who will be treated as a cohort and receive specific developmental opportunities.

> “We are really lucky with the opportunities that we have. There are so many experiences across the University outside of our placements. We are encouraged to broaden our horizons – it’s a really privileged position to be in” – Amanda, current trainee

Person specification: who we are looking for

We are looking for future leaders and our ideal candidates are intelligent, inquisitive graduates who are passionate about the ideals of both the University and the city of Birmingham and its wider region. You should be able to demonstrate the following qualifications, attributes and skills:

- At least a 2.1 in a first degree in any subject or a 2.1 in a first degree and a postgraduate qualification **in the past three years**;

- A high degree of initiative, resourcefulness, flexibility and a self-motivating approach;
- Good team working skills;
- Ability to think analytically, to apply skills and knowledge in new contexts, and to problem solve by thinking beyond traditional solutions;
- Ability to communicate clearly and effectively through oral and presentational skills as well as excellent writing skills and an aptitude for producing complex reports;
- Resilience and adaptability to work effectively in new environments and with a diverse range of people at different levels of the organisation;
- Good IT skills;
- An interest in Higher Education issues;
- Ability to acquire the requisite professional and technical skills to develop into a successful manager and leader.

Please note: To apply for the scheme you must be eligible to work in the UK.

The application process

There are three key stages of the application process:

- Stage 1: Online application

For the first application stage you will need to complete a brief online form and upload a current CV and cover letter through the University's online jobs portal. **Please note that your CV and covering letter should be uploaded as one document**. In your cover letter you should answer the following questions:

1. Why are you interested in a career in Higher Education and, in particular, why at the University of Birmingham?

2. What is your proudest achievement to date?

3. Can you describe a time when you showed initiative?

Your cover letter should be no more than 700 words.

- Stage 2: Assessment centre

The assessment centre involves a variety of activities designed to enable you to show the skills and qualities that we are looking for in our Graduate Trainees. It is also an opportunity for you to meet members of the senior leadership team and previous Trainees, learn more

about working at the University and decide whether a career in Higher Education is for you. The assessment centre lasts half a day and activities typically include group assignments, individual interviews and written tasks. It is designed to be both enjoyable and challenging.

- Stage 3: Individual interview

After the assessment centre we will invite successful candidates to an individual interview with senior management - the final stage of the recruitment process. The interview will last approximately 45 minutes.

Working in Higher Education

Higher Education is a large, global sector, and with over 150 institutions in the UK alone there are a huge range of opportunities. As the environment around us changes, Higher Education is becoming increasingly competitive and fast-moving, making it an exciting and dynamic sector in which to work.

Part of the excitement of working in Higher Education is interacting daily with highly intelligent people, contributing to the education of future generations and engaging with cutting edge research. Universities are large and complex organisations and, working alongside academics, the most successful Universities need strong Professional Services - talented people working in all sorts of diverse and challenging roles.

The University of Birmingham

"Our goal is to attract outstanding, inspirational, and talented people, support them to succeed, and celebrate their success. People come to Birmingham because they expect to work with and be the best."

Our heritage as the UK's first civic university – the original 'redbrick' – is combined with one of the most compelling and ambitious agendas in Higher Education. Birmingham is a leading member of the Russell Group and a founder member of the Universitas 21 global network of research universities. The University was the Times and Sunday Times University of the Year for Graduate Employment 2015/16, an impressive accolade coming just two years after being named The Times and Sunday Times University of the Year.

We are half-way through a £500 million investment in our beautiful parkland campus including a new Library, a £55 million state-of-the-art Sports Centre and a new 'Green Heart' for the University.

As a community of over 145 nationalities, the University is committed to equality and diversity and now holds an Athena Swan Bronze Award and is a Stonewall top 100 employer. Our sector-leading Birmingham Professional programme provides everyone in Professional Services with development opportunities and the encouragement to reach their full potential.

Ready to apply?

To apply visit the University's online jobs portal . You will need to upload a current CV and a cover letter which addresses the questions outlined above **(please note that these should be uploaded as 1 document)**.

To find out more about the scheme you can visit our website (http://www.birmingham.ac.uk/gts) or email **gts@contacts.bham.ac.uk.**