

Job Description

Position:	Graduate Trainee (UoGM Graduate Trainee Scheme)
Service	Various professional support services
Reference:	0099-26
Grade:	Grade 4
Status:	Fixed term – 2 years
Hours:	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 Greater Manchester either with a first degree at a minimum of a 2:2 classification or a post graduate programme.

This opportunity is only open to UoGM graduates who have completed their studies during the academic year 2024/2025 or 2025/2026.

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 Greater Manchester graduates to develop the skills and experience required for many potential graduate professions.

Principal Duties and Responsibilities:

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

4. contribute ideas and innovative solutions to departmental issues
5. Contribute to and produce reports and making presentations to individuals and groups.
6. Undertake background research, source and manage information/data as and when required, ensuring that appropriate policies and procedures are adhered to.
7. Work with tact and diplomacy and maintain appropriate levels of confidentiality for tasks and activities and within host placements.
8. Manage workload effectively, ensuring that tasks are carried out in a timely and accurate manner.
9. Support University-wide activities, such as Open Days, Careers Fairs, clearing, etc.
10. Ensure compliance with relevant University policies and procedures.
11. 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.
12. 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.
13. Undertake any other duties as may be reasonably requested by the Head of Service/ line manager
14. Work flexibly and support other services at peak times, as directed by your line manager.
15. To work flexibly as part of the team, which may require working evenings and weekends when required.
16. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
17. Ensure a safe working environment and abide by university health and safety practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
18. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities.

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.

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

Position: Graduate Trainee		Reference: 0099-26	
Service: Finance		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	First degree gained from the University of Greater Manchester (lower second or above) or a post graduate programme. Please note some substantive placements may require studies in a particular discipline.	Priority 1	Application Form
1 b)	Educated to GCSE, grade C or equivalent in English and Mathematics, or equivalent standard of education	Priority 1	Application Form
2	Skills / Knowledge		
2 a)	Excellent communication skills both verbally and in writing	Priority 1	Application Form/Interview
2 b)	Knowledge of trends in social media platforms and communication channels	Priority 1	Application Form/Interview
2 c)	Able to develop and maintain effective working relationships with a range of stakeholders	Priority 1	Application Form/Interview
2 d)	Good analytical and research skills	Priority 1	Application Form/Interview
2 e)	Project Management skills	Priority 2	Application Form/Interview
2 f)	Knowledge of the principles associated with legislative acts in employment, e.g. Data Protection, Health & Safety, Bribery, Freedom of Information	Priority 2	Application Form/Interview
3	Experience		
3 a)	Experience of working to tight deadlines on projects	Priority 1	Application Form/ Interview /Interview Task
3 b)	Experience of working in a busy office environment and delivering excellent customer service	Priority 1	Application Form/ Interview /Interview Task
3 c)	Experience of using Microsoft office applications	Priority 1	Application Form/ Interview /Interview Task
3 d)	Experience of writing reports and formal presentations	Priority 2	Application Form/ Interview /Interview Task
4	Personal Qualities		
4 a)	Able to work with accuracy and attention to detail	Priority 1	Application Form/ Interview /Interview Task
4 b)	Able to lead by example and work as part of a team	Priority 1	Application Form/ Interview /Interview Task
4 c)	Creative and responsive approach to work	Priority 1	Application Form/ Interview /Interview Task

4 d)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
5	Other		
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	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 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	Priority 1	Interview
5 d)	Genuine and demonstrable interest / understanding of the work of the substantive placement	Priority 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.