

Job Ref: REQ240031

Loughborough Graduate Management Trainee Scheme

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Introduction

Thank you for your interest in the Loughborough University Graduate Management Trainee Scheme – paid roles that develop higher education leaders and managers of the future over a three-year period.

It is an exciting scheme for new or recent graduates of Loughborough University or existing employees of the University who meet the required criteria.

The Loughborough Graduate Trainee Scheme could be for you if:

- You are passionate about higher education and the impact it makes in society;
- You are interested in a career in a dynamic and diverse organisation that has a mission to advance and disseminate knowledge for public good;
- You are intelligent, hard-working, articulate and collegiate in style;
- You are motivated to complete a paid Graduate Management Trainee Scheme at a top-ten University, and are passionate about Loughborough University.

Over the three-year period our employed Graduate Management Trainees will complete a range of placements across various University departments, working closely with schools and having access to the most senior leaders of the University. Graduates will engage with tailored development activities and will have access to mentors for support. The placements and development activities are designed to inspire and stretch trainees to reach their potential helping to build upon our reputation as a top ten university. Upon completion of the programme trainees will be well-suited to apply for roles at Loughborough or other universities.

The Loughborough Graduate Management Trainee Scheme could be for you. If you are an ambitious individual who meets the criteria, and you have an interest in working in higher education and for Loughborough University we would love to hear from you.

Richard Taylor Chief Operating Officer



About Loughborough University

Loughborough is an exceptional university. During uncertain times for higher education, and whilst others scramble for the safety of the pack, we are proud to be different. The combination of our excellent student experience, enterprising outlook, world class research and unparalleled sporting success gives rise to something that's truly special and distinctive amongst the UK's universities.

It's not just what we do that makes Loughborough special, it's our focus and our spirit. We are deeply competitive but committed to partnership working. We are determined to succeed and to motivate everyone to be the best they can be.

Loughborough's sense of community runs deep: it's in our DNA. We value our unique identity and our sector-leading work on diversity and inclusion. We are hugely successful and unafraid of innovation; a learning organisation that pushes boundaries.

Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident. Today the #LboroFamily comprises over 3,500 colleagues and more than 19,400 students. We are overwhelmingly proud of them and all they achieve. From our 523-acre campus in the East Midlands and our London campus at the Queen Elizabeth Olympic Park, we operate an endeavour with an annual turnover of more than £325m.

Our strategic aims

Ambitious research and innovation

At Loughborough we think differently: we challenge convention, solve problems and take action. Through our research and innovation we are finding answers, discovering the things that matter and adding to knowledge, creating positive change across society.

Sector leading education and student experience

We provide our students with an exceptional learning environment that offers outstanding, innovative teaching, opportunities to contribute to pioneering research, and options to maximise their business potential. Working with Loughborough Students' Union, we offer the best possible all-round experience, providing our students with a wide range of opportunities that enable them to achieve their full potential, professionally and personally as well as academically.

A history of sporting excellence

We are proud of our hard-earned global reputation for sport. From elite-level athletes to trying to keep fit, we ensure that everyone at the University can enjoy sport regardless of ability or interest. Through world-leading coaching, outstanding student experiences, state of the art facilities and superb events, we create an inclusive, positive and life-shaping sporting experience for all.

International engagement and impact

We are establishing a compelling international profile and reputation, built on our distinctive strengths. We are valued for the relevance and impact of our research and for our important contribution as an international partner. Coupled with our sporting expertise, outstanding education and vibrant student experience, this engagement is helping us to build a community of committed alumni and advocates across the world.

An equitable, diverse and inclusive environment

Our campuses are home to a diverse body of people with different perspectives, values and attitudes. We are working to create an inclusive environment where such differences are shared and valued; where all individuals can reach their full potential regardless of their background.

Extensive global partnerships

Strong partnerships and collaborations are central to everything we do. We work with organisations around the world to drive innovation, boost performance and meet current and future challenges.

Our people

Life at Loughborough has a strong community feel. It is a factor we pride ourselves on.

Our students, graduates, staff and campus based partners are at the heart of all that we do.

Within this close-knit community, there is a shared atmosphere of determination, community, and a will to succeed. It is an environment that involves and motivates everyone to be the best they can be.

Our students

Student numbers 2022/23 UK/EU and international

Undergraduate	15,191
Postgraduate taught	3,025
Postgraduate research	1,247
Further education	114
Other (including temporary	190
exchange and staff research)	

Our alumni

Loughborough University has a global community of 200,000 graduates.

£6 million has been donated by alumni and friends of the University over the last three years.





applications were made for around 3,800 undergraduate places for 2022/23



19,700

students from <u>135 di</u>fferent countries





of our students on campus are international

Our staff

Staff numbers (Dec 2022)

Administrative, management and specialist staff	1,315
Researching, teaching, enterprise, specialist and	1,365
supporting academic	965

We have 3,600 members of staff. 17% of our employee numbers are represented by international members of staff, covering 75 different nationalities.





staff, Loughborough's biggest employer



We have received the Race Equality Charter Bronze Award that recognises we are beginning our journey to advance race equality.

Our collaborations

The University works with organisations worldwide, exchanging knowledge to drive innovation, boost performance and meet current and future challenges.

Adidas

volume.lboro.ac.uk/ winning-its-all-about-teamwork

Joseph Rowntree Foundation www.lboro.ac.uk/research/crsp

Caterpillar Innovation and Research Centre www.lboro.ac.uk/caterpillar-irc

Leicester Biomedical Research Centre www.leicesterbrc.nihr.ac.uk

National Centre for Sport and Exercise Medicine www.ncsem-em.org.uk Rolls-Royce University Technology Centre www.lboro.ac.uk/rolls-royce-utc

SportPark www.LUSEP.co.uk/sport-park

The Manufacturing Technology Centre (MTC) www.the-mtc.org

National Football League Academy www.nflacademy.com

West Ham United Women www.whufc.com



90 tenant partners are based on Loughborough University Science and Enterprise Park (LUSEP)

Our achievements

We successfully combine a world leading research endeavour with arguably the UK's best student experience. We are home to the worlds leading academic lead elite sport ecosystem, as well an outstanding estate and innovative enterprise work.











*Based on English HEIs excluding specialists, FECs and alternative providers



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HOME TO LOUGHBOROUGH UNIVERSITY SCIENCE AND ENTERPRISE PARK

A DYNAMIC INNOVATION COMMUNITY FOR BOTH ESTABLISHED ORGANISATIONS AND START UPS





Our staff networks

The University has a number of <u>staff networks</u> which enable colleagues to support each other, discuss issues within our community and wider society, and contribute to future strategic developments at the University.

Age Appreciation Group

Open to staff of any age, the group champions age diversity. The Group is currently seeking a new Chairperson to lead the development of a strategy that promotes the university as a great place to work for all ages.

Race, Ethnicity and Cultural Heritage (REACH)

The group raises awareness of race and cultural issues and is a forum to raise the profile of black and ethnic minority cultures on campus.

Staff Inclusivity Group

The Staff Inclusivity Group is committed to achieving equality for all those who work across both campuses. We aim to ensure that the University demonstrates a fair and supportive environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of disability, including mental health difficulties and neurodivergent differences.

We are proud to support our diverse community and wish to encourage and celebrate its full contribution to a University life where all colleagues are treated equally and with respect.

Part-time Staff Group

An informal support network for people who currently work flexibly or on a part time basis, or who would like to do so in the future.

LGBT+ Staff Network

The LGBT+ Staff Network encompasses staff that identify as LGBT+ and those who are allies. The Network has monthly meetings where staff highlight LGBT+-related issues, organise events and campaigns for awareness and celebration, and offer a space to ensure that LGBT+ staff are represented, supported, valued and have a structure through which they can instigate change. Our current priorities are to: work with colleagues to facilitate a systemic and structured audit of LU structures, processes and experience of LGBT+ staff [Stonewall Workplace Equality Index]; implement recommendations from the audit; and create and publicised proactive policies for trans and non-binary staff.

Maia

Maia is the Loughborough University Women's Network. Maia unites women staff and Doctoral Researchers, including trans women and non-binary people comfortable in a female-centred community, across Schools, Professional Services and Loughborough Students' Union. Maia seeks to make change happen across the University by providing an inclusive community and networking opportunities, creating meaningful, impactful events and initiatives, and delivering and advocating for change to progress gender equity at Loughborough.

International Staff Group

The network supports the development of a fair and supportive environment that provides equality of opportunity and freedom to international staff.

Working Parents and Carers' Network

For all staff who have, or who have had, parental or caring responsibilities, this network provides a forum for support, sharing experiences and raising issues relevant to working families. We are an informal group which aims to offer a community for working parents and carers, and which also seeks to influence university policies and practices which impact on our members.

Armed Forces Network Group

Open to those staff, and their family members, who have served in the Armed Forces. The University is a signatory to the Armed forces Covenant and has pledged to treat with fairness and respect those who serve or who have served in the Armed Forces, and their families. Our Armed Forces Network provides a forum and support group for staff and students who are Military Reservists, Veterans and their family members. The University promotes itself as an armed forces institution with HR policies that support the recruitment of veterans and their families. Our contribution was recognised with a Silver award in the 2021 Defence Employer Recognition Scheme.

Staff 2000 Network

The Staff 2000 Network provides opportunities for staff at grades 1-5 to have their voices heard and to raise any issues and concerns. It is facilitated by a group of committed colleagues who will offer practical help and support to staff who would like to be involved in running the network.

The Staff 2000 Network aims:

To create a network specifically for, and led by, staff in Operational, Administrative and Technical job families.

To develop better engagement, that builds trust and respect, and inspires us all.

To hear the issues and concerns of staff from these grades and an opportunity to address any concerns.

To empower you and give you space to work together and develop ideas.

Early Careers Staff Network

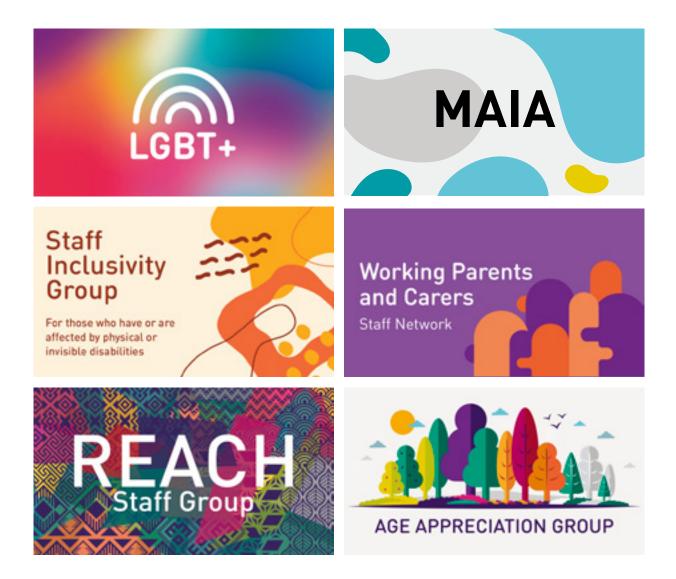
The Early Careers Staff Network strives to promote a culture of ongoing professional development and support for staff members who are new to their career in higher education.

Aims of the network are to:

Provide an informal and supportive space for Early Careers staff from across the University to meet, share experiences and socialise.

Provide opportunities for members to learn from their peers, professionals in the industry and other network groups both internal and external to the University.

Signpost resources and training, development and mentoring opportunities.delivering and advocating for change to progress gender equity at Loughborough.





About the scheme

The Loughborough University paid Graduate Management Trainee Scheme is now seeking to recruit it's sixth cohort of high-calibre individuals to take up their position on the scheme in September 2024.

The scheme is an exciting employment opportunity for ambitious graduates seeking a role in leadership and management within Higher Education. Completion of the Loughborough Graduate Management Trainee Scheme will put trainees in a good position to apply for permanent roles at Loughborough and across the wider Higher Education sector.

Over a three-year period, Graduate Management Trainees will complete a variety of placements from across different areas of the University, working closely with schools and the most senior stakeholders.

The placements provide the opportunity for exposure to a variety of roles and experience in what it takes to run a top 10 University.

Although the roles and responsibilities will vary, all of the placements are designed to challenge trainees to ensure they reach their potential. The diverse range of Professional Service areas hosting placements have previously included:

Academic Registry, the Change Team, Estates and Facilities Management, Finance, IT Services, Organisational Development, Planning, Loughborough Sport, a School based placement and the Vice-Chancellor's Office. Placements are based in Loughborough although there may be the opportunity to work with our London campus. The placements work on a rotation basis and trainees will follow a pathway that is curated for them over the three-year period to ensure a breadth of challenges and exposure the different workings of the University.

All trainees will have the opportunity to complete a range of professional development activities to support in their role and will undertake activities such as process review activities and learning about effective governance and committees within Loughborough University.

Learning and development is an essential component of the Loughborough Graduate Management Scheme, the placements and projects are complemented by a tailored development programme providing access to a range of University courses and learning activities to support each Graduate in their role. In addition, Graduate Management Trainees will have access to a mentor.

Upon completion of the scheme trainees should be eligible and well-suited to apply for permanent roles at Loughborough or other universities.

Salary and benefits

The first year starting salary for trainees on the Loughborough Graduate Management Trainee Scheme is £27,979. The starting salary will increase in line with the annual increments for the role each year and where a cost-of-living increase is applied by the University.

Loughborough University prides itself on providing staff members with a strong level of support, a welcoming work environment, and an excellent package of benefits for our employees.

Our benefits package is designed to offer support and incentives that fit in with the different stages and circumstances of an individual's life/career. Some of the benefits available to our Loughborough Management Graduate Trainees include:

- Rewards to recognise excellence and achievements
- Established Pension schemes

- 20 days annual leave plus 14 bank holiday and concessionary days
- Access to the country's largest concentration of high quality sports training facilities
- Commitment to flexible working arrangements where possible
- Professional development courses
- On-site nursery
- A Cycle2Work scheme
- Interest-free travel loans

More details on our employee benefits can be found online <u>lboro.ac.uk/services/hr/jobs/employee-benefits</u>



Our Graduate Management trainees

Since launching in 2018, we have welcomed five cohorts of Graduate Management Trainees. Some of our Graduate Management Trainees have shared insights around their experiences so far and why they chose the scheme below.

Cohort of 2021

James

MSc Management

I have always wanted to work in Higher Education or government, so a graduate scheme based in a University was a perfect fit for once I'd graduated. Knowing I'd be able to sample a wide range of placements and functional areas was a real draw of the scheme – allowing me to find a career path in HE.

Academic Registry

I started the scheme in Academic Registry, which looks after student administration, based in the 'Programme Quality and Teaching Partnerships' office. My placement included supporting key processes that ensure students can arrive at the start of their degree, complete exams, and graduate at the end of their course. The main project in the placement was developing a training course for volunteers on keeping people's information safe. Starting off in Registry gave me a really solid grounding in a core function of the University, allowing me to hit the ground running in future placements.

Skills developed: professional writing, committee servicing, process mapping.

Strategic Planning

Planning allowed me to embed my committee servicing skills with a placement focused on governance. Within the placement, I progressed a piece of work around safe sharing of Equity, Diversity, and Inclusion data with colleagues and supported the University Executive Board and University Leadership Group. Working with the senior leadership team on effectively supporting their meetings was terrifying at first but ended up being a really fun and fascinating experience.

Skills developed: process support, governance, influencing without authority, planning



Estates & Facilities Management

Moving to Estates & FM gave me a real insight into a very different part of the University. Registry and Planning are both very central services with a lot of cross cutting activity. Estates & FM is a very large professional service with a set of distinct roles and a very diverse staff base. The University's cleaners, decorators, chefs, gardeners, engineers, building project managers, and sustainability team are all in E&FM. My work covered strategy refreshes, a process review, and a software implementation. Working in E&FM gave me a real insight into an essential service which operated in a very different way to anything I'd been a part of before.

Skills developed: stakeholder engagement, process review, change management

Organisational Development & Change

My current placement is in the Change Team. At LU, the change team is responsible for the delivery of the Enabling Programme and Strategic Portfolio Management. My role is to project manage a piece of work on reducing wasted time called 'Project Enable.' This mostly involves liaising with and supporting workstream leads who are delivering changes within their team or area. Alongside this, I've been supporting the development of the Strategic Portfolio Management Office and undertaking some data analysis.

Skills developed: Project management, presenting, data analysis, critical analysis

Ruqayya

BA Economics MSc Finance and Investment

After completing my Master's degree, I was briefly employed at University of Leicester where I found a true interest in Higher Education. However, I was ready for a bigger challenge; and I wanted the opportunity to take a leadership position, which is why this graduate management role was perfect for me. I had a great experience as a student at Loughborough University and wanted to offer my perspective to make a difference.

Finance

My first placement was in Finance, working with Senior Management on a Payment Acceptance project. I was tasked to take lead on analysing all income, which was integral to the strategic decisions made by the University's Finance department.

Skills Developed: Data Analysis

Vice-Chancellor's Office

In my next placement, I had the amazing opportunity to work with the University's Pro Vice-Chancellor for Education and Student Experience. I worked on a variety of projects with Rachel Thomson, including the submission of the Teaching Excellence Framework, which we were able to score Triple Gold! I was tasked in analysing the Size and Shape of the University by reviewing the performance of our undergraduate and postgraduate courses. Finally, I had the opportunity to support an exciting project, called DIGI Labs; to oversee the procurement of digital technologies after a successful STEM Teaching Capital fund bid, which I am still able to support.

Skills Developed: Confidence, conversing with the Senior Leadership Team



IT Services

My third placement was in the Vice-Chancellor's Office, working with the Vice Chancellor's Head of Staff and the university Event's team to organise and support events such as the Inaugural Vice Chancellor's Awards and the University Strategy Launch.

Skills Developed: communication, project management, understanding technological information, stakeholder management

Organisational Development

My current placement is in Organisational Development, where I am directly supporting the Chief Operating Officer and Deputy Chief Operating Officer on various executive recruitment campaigns. This has been a unique opportunity to see the behind the scenes of recruitment, which is exciting. I have also undertaken a benchmarking activity to inform the activities and projects across our People & Culture agenda, where my findings will contribute to the initiation phase of the project.

Skills Developed: Organisation, prioritisation of others workload, communication.

The scheme has already provided exposure to the wider mechanisms of the University as well as an opportunity to network with senior leaders. I have enjoyed the challenge and being able to develop key transferrable skills, that I know will help me in my future.

Cohort of 2022



Whilst completing my final year as a student at Loughborough, I began researching the University's Graduate Management Trainee (GMT) Scheme. Having worked at the University for just over a year now, the scheme has offered me a huge variety of experiences across the University. The numerous colleagues I have met were all particularly welcoming and are happy to share their (highly useful) experiences of working in higher education.

My first placement was in the Vice-Chancellor's Office, primarily working on recruitment projects and events set out by the Chief of Staff. My second placement involved working with the University's Change Team, where I had the opportunity to get involved with the Vice-Chancellor's Awards. My current role is split across the School of Science and Loughborough's London campus, working on a number of EDI (equity, diversity and inclusion) initiatives, alongside project-based work for the University's Legal Services team. It is varied opportunities such as these which have allowed me to explore my strengths and identify areas where I can continue to grow – developing skills central to any future career in higher education.



Sandra

BSc (Hons) Sociology & MSc Social Science Research (Social Policy) (Current)

The Graduate Management Trainee Scheme is an incredible opportunity for individuals to challenge themselves, develop beneficial skills to reach their full potential and become future leaders within the Higher Education sector.

My first placement was in the Finance Office, where I looked at the supplier set-up process, covering £100m+ of spending and impacting most university colleagues. Throughout the project, I analysed and interpreted the spending patterns of schools and professional services, identifying the main issues and providing recommendations to improve the process.

My second placement was in Loughborough University London where I conducted a thorough review of student lifecycle to produce new initiatives to improve student's experience. Partnered with Global Engagement, Creative and Print Services, and Student Services team, I pioneered the production of Loughborough University London hoodies and academic year planners to create a sense of belonging.

My current placement is in the Vice-Chancellor's Office, providing strategic support to Professor Dan Parsons, Pro Vice-Chancellor (Research and Innovation) and Professor Jo Maher, Pro Vice-Chancellor (Sport).

The scheme is very flexible as it allows you to identify areas you are interested in. For example, I joined the Race, Ethnicity, and Cultural Heritage (REACH) Network, where the group aims to raise awareness of race and cultural issues on campus. I'm also the Co-Events Lead in Maia, the University's Women's Network focusing on enabling connections in an inclusive community.



Cohort of 2023



Eight years ago, I began my journey at Loughborough University, an institution whose values now resonate deeply with mine. The strong sense of community at Loughborough fosters an environment where knowledge sharing and support are integral, especially for Graduate Management Trainees (GMTs). My decision to apply for the GMT role was driven by the desire to explore diverse career paths, build on my strengths, and identify areas for professional development. With its six tailored placements, the scheme offers a unique opportunity for well-rounded professional growth. The University's commitment to enriching the developmental journey of GMTs through exposure to senior leaders and strategic projects ignited my passion to contribute to the University's success.

In my initial placement as a Data Analyst & User Experience Officer in the University Library, I led a data audit and contributed significantly to a library spaces survey. These projects provided valuable insights that shaped library services in line with the strategic blueprint. Collaborating with senior leadership on these initiatives offered a perspective I could not fully appreciate as a student.

Although I have completed only one placement, my experience has allowed me to build on my strengths and identify areas for improvement, becoming a focal point for my ongoing professional goals. With its transformative nature, the GMT scheme offers a blend of professional development, leadership exposure, and meaningful contributions to institutional goals. I look forward to my remaining placements and the continued growth the scheme promises for my professional journey.

Tandrima

MA Storytelling

While studying for my Masters, my interest in Higher Education grew. I was struck by the influence this sector can have on the generations to come. When I graduated in 2021, I hadn't imagined coming back to my alma mater and being able to contribute to its work. But, after two years of working across a few different industries, I came across the Graduate Management Trainee scheme. I jumped at the opportunity not only because of the varied experiences I would have, what I could learn from each of them, how the scheme could contribute to my development, but also for how I could help the University.

With my first placement in Academic Registry, I have been able to achieve all of the above. My first task was to look and compare aspects of Loughborough's policies on assessments with those at other institutions, identifying key differences and summarising my research for senior leaders. This work has led to a reconsideration and rewriting of those regulations. In the same vein, I also looked at the policy and framework the University has with regards to conducting exams overseas and am currently rebuilding the framework. I have also been able to assist in preparing for an upcoming audit. Although the visit is pending, the University is well prepared for it, and I take pride in acknowledging my contribution to this readiness.

In all this, every single person I have come across along the way has been welcoming, kind, and supportive. From indulging questions to offering opportunities, the community at Loughborough University is its biggest strength and as Graduate Management Trainees we have the singular opportunity to interact with and make the most of a wide range of staff across the institution. This is a role in which a Graduate Management Trainee can grow along with the University. We help the University with new ideas and a fresh perspective, and the University helps us develop professionally. Although I am only at the start of my journey as a Graduate Management Trainee, I am certain that this will be the best experience of my professional life.



Application and recruitment process

Eligibility

For our paid Graduate Management Trainee Scheme, we are looking to recruit Loughborough graduates who have graduated in the last 2 years (since 2022) and current members of staff who have previously graduated, not necessarily from Loughborough University. No previous management experience is required but applicants will need to demonstrate how they can meet the criteria outlined in the Person Specification in the Job Description, available on our recruitment page. lboro.ac.uk/join-us/grad-scheme

The Government recently announced a number of plans to change the existing UK visa regulations which are expected to be introduced in spring 2024, including an increase to the Skilled Worker salary threshold. The detail supporting the changes has not yet been published and we are therefore unable to confirm at this stage whether the Graduate Management Trainee role is sponsorable or not.

How to apply

Applications must be submitted using our official online application form, using the 'Apply Online' button found at the link above. CVs will not be accepted, applicants must use the supporting statement to address the criteria.

Application dates

Opening date: Monday 5 February Closing date: Monday 1 March Shortlisted candidates notified/invited to assessment centre by Monday 12 March Online Assessment Centre: Tuesday 19 March Interviews: Tuesday 23 April.

Once the application process has closed we will carefully consider all applicants, screen for eligibility and shortlist a small number of applicants.

Selection process

Stage one – applications open

Applications are open from **Monday 5 February until mid-day (noon) on Friday 1 March 2024.**

Stage two – online assessment centre

Shortlisted applicants will be invited to attend an assessment day on **Tuesday 19 March 2024**, during which they will be required to take part in a number of exercises.

Stage three - panel interviews

Applicants who are successfully shortlisted from stage two will be invited to complete further online activities and attend panel interviews on **Tuesday 23 April 2024**.

Start date

Successful applicants will begin the Loughborough Graduate Management Trainee Scheme **mid September 2024.**

Useful resources

Who we are lboro.ac.uk/about/who-we-are

Our achievements lboro.ac.uk/about/achievements

Our history lboro.ac.uk/about/history

Working for us lboro.ac.uk/services/hr/jobs

Contact us

For further information please contact Organisational Development by email at **OD@lboro.ac.uk**





CONSISTENTLY RANKED AS A UK TOP TEN UNIVERSITY

THE COMPLETE UNIVERSITY GUIDE 2017-23