

Graduate Training Scheme



The University is committed to attracting the best and the brightest students, academics and staff. Our Graduate Training Scheme in Professional Services (GTS) is a one-year programme that provides Birmingham graduates with an entry point into an extremely exciting and diverse career in Higher Education Management. The aim of the GTS is to recruit the University's next generation of leaders and managers and equip our students to be able to stand-out from the crowd when applying for jobs in the future.

The one-year programme includes a planned rotation of placements in different areas of the University, complemented by training and development and mentoring throughout from a senior member of staff. Trainees gain experience in key areas of University operations and build an understanding of the institution, its **strategy** ([/university/about/2015.aspx](#)), its environment, and its stakeholders. Trainees are supported to develop the skills and behaviours of the **Birmingham Professional** ([/staff/excellence/professional/index.aspx](#)), the University's statement and programme of what it means to be a member of Birmingham Professional Services. At the end of the one-year programme, the skills and experience Graduate Trainees will gain should position them well for jobs at the University of Birmingham or externally.

Trainee places are highly competitive, and we will only consider the most intelligent and ambitious of our recent graduates. Graduates should have a passion for higher education and approach their work with enthusiasm, ownership, and high levels of energy. Creative problem-solving will be one of the key aspects of the role along with an enjoyment for making things happen. They must have outstanding communication and interpersonal skills and a dedication to excellence in all that they do.

The scheme will run again for 2015/16 with applications being open from 1 December 2014 to 31 January 2015.

What will the role include?

Trainees undertake three placements in Professional Services, each four months in duration. Placement portfolios are structured to give trainees a variety of roles and perspectives, both within the central, functional services such as student services, marketing, estates, finance, admissions, human resources; and the **academic structures** ([/university/colleges/index.aspx](#)) of the University.

Duties and responsibilities during each placement vary, but they give trainees a clear project and deliverable in order to showcase what they have achieved. Trainees receive regular support and supervision, and mentoring from a member of senior management. All of our trainees are, however, expected to be proactive and take ownership of the projects and tasks assigned them to ensure their successful completion.

Who can apply?

Graduate Trainees will be ambitious and intelligent recent graduates of the University of Birmingham who are eager to embark on a career in Higher Education Administration. Candidates must offer at least a 2.1 in a first degree in any subject at the University or a 2.1 in a first degree from a different institution and a postgraduate qualification from Birmingham.

Full details of the person specification can be found on the **Graduate Trainee job description** (<http://www.download.bham.ac.uk/vacancies/jd/48578.pdf>).

Please contact us at gts@contacts.bham.ac.uk (<mailto:gts@contacts.bham.ac.uk>) with any queries on the 2014/15 Graduate Training Scheme.