

**AMBITIOUS FUTURES  
RECRUITMENT ROLE PROFILE FORM**

**Job Title:** **Ambitious Futures** Graduate Leadership Trainee (Fixed-term)

**Job Family and Level:** £30176.19 *per annum*, Grade 5

**Contract Status:** *Fixed-term contract for a period of 18 months, commencing 7<sup>th</sup> September 2020*

**Hours of Work:** Full-time

**The Purpose of the role:**

To participate in a graduate leadership programme to gain a thorough grounding in Higher Education administration as outlined below. The scheme is designed to provide the foundation for a Professional Services career in the HE sector. The appointee will gain experience in key services, methods and processes, in both central support services and academic departments, and receive a sound introduction to Higher Education policy. They will undertake project work and participate in operational service delivery.

The appointee will undertake three placements during the 18-month appointment, the second of which will be at another partner institution within the Ambitious Futures scheme.

	<b>Main Responsibilities</b>	<b>% time per year</b>
1.	To undertake project activity within a range of administrative units; to take on operational responsibilities for specific areas and leading on or contributing to and development activities within Professional Services and Schools/Faculties.	70%
2.	As required, to research and produce high quality, succinct briefing papers and/or to prepare and deliver presentations on relevant issues.	10%
3.	To support key administrative processes/tasks across the University, particularly during peak periods ensuring that HE cycles, drivers and pressures are understood and responded to.	5%
4.	To develop a sound understanding of the Higher Education context and policy environment, both in the University nationally and internationally and the various key agencies involved. i.e. understanding markets, income streams and resource allocation processes as well as different stakeholder perspectives including students, parents, employers, funding bodies and commercial partners, as well as the range of internal partners; To complete the University of Melbourne Emerging Leaders and Managers Program (eLAMP); to take part in professional development opportunities provided by the University, and/or Ambitious Futures	10%
5.	To gain an appreciation of the different areas of University administration, and how they interrelate. To gain an understanding of the structures, culture, and context informing the institution's strategies and decisions; the nature of and need	5%

	for institutional memory, and to develop a personal professional network to facilitate successful project and operational management.	
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**Knowledge, Skills, Qualifications & Experience:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>At least a 2:1 in a first degree in any subject <b>OR</b> a postgraduate qualification (either anticipated by September 2020 or obtained in the last 5 years.)</li> </ul>	
<b>Skills/Training</b>	<ul style="list-style-type: none"> <li>A high degree of initiative, resourcefulness, flexibility and a self-motivating approach to achieve both business objectives and personal success in order to succeed as a manager.</li> <li>Ability to apply skills and knowledge in new contexts and to think beyond traditional solutions.</li> <li>Ability to communicate clearly and effectively through oral and presentational skills.</li> <li>Excellent writing skills and an aptitude for producing complex reports.</li> <li>Takes personal responsibility for own development and has a commitment to study towards further professional qualifications.</li> <li>Excellent interpersonal and negotiation skills, including the ability to persuade and influence others.</li> <li>Good team working skills and the ability to work effectively with staff at different levels of the organisation.</li> <li>Good time management skills and ability to deliver quality work to deadlines</li> <li>Good IT skills, with experience of MS Office.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Empathy for and understanding of HE sector issues.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> <li>Experience of a customer service role</li> </ul>

## **Decision Making**

### **i) Taken independently by the role holder;**

Prioritising day-to-day tasks.  
Organisation of own workload.  
Creating texts and proof reading of standard documentation.  
Developing a cultural understanding of individual units, the institution and the sector.  
Negotiation, team working and problem-solving to meet the ends of projects.  
Where appropriate analyse and improve processes and make recommendations for change or improvements.

### **ii) Taken in collaboration with others;**

Quality standards of project work.  
Liaison on project work with stakeholders.  
Any oversight of staff members.  
Project deadlines and priorities.

### **iii) Referred to the appropriate line manager (please name) by the role holder.**

Decisions affecting the unit's strategy or that have an impact on a Unit's budget.

## **Scope of the Role**

Appointees will be on a steep learning curve to understand the fundamental aspects of HE administration and need to be fast learners. They will build upon their growing understanding when providing support for key administrative functions and completing relevant short-term projects over an intense 18-month period. The responsibilities undertaken by the Trainee are expected to increase as the programme progresses. By the end of the programme Trainees should be in a position to take on a substantive role with the necessary skills to develop a career within HE.

## **Additional Information**

Examples of placement projects:

1. Lead in the development of the University's Environmental Agenda in a central service
2. Develop a new marketing strategy whilst based in a School and pilot it on an overseas visit
3. Lead on the implementation of a change project, involving people and processes, in the University finance department
4. Develop and manage the introduction of a new policy initiative

The second six-month placement will take place in a different University, the first and third placements are at the host University. The second six-month placement may involve a temporary relocation, or a longer than average daily commute. Some flexible working may be possible during the second placement, depending on circumstances.