

Job Description

Position:	Graduate Trainee (UoB Graduate Trainee Scheme)
School/Service:	Human Resources
Reference:	HR-022/P
Grade:	Grade 4
Status:	Fixed-Term – 2 Years
Hours:	36.25 hours (Full Time)

Background:

The Graduate Trainee Scheme in HR provides a fixed-term paid employment opportunity for a graduate who has successfully graduated from the University of Bolton (UoB) either with a first degree at a minimum of a 2:2 classification or post graduate programme.

This opportunity is only open to UoB graduates who have completed their studies during the 2023/24 academic year or will complete in 2024/25.

The Scheme is for a graduate to gain valuable experience of working in HR and gain and develop transferrable 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 of Health & 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, across the University Group.

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

Principal Duties and Responsibilities (specific objectives/responsibilities for the placement will be set by the individual line manager once in role):

- Engage with and deliver on the objectives and responsibilities outlined for each placement
- Complete the relevant training deemed appropriate for the position
- Manage projects in line with any set objectives and deadlines
- Contribute ideas and innovative solutions to departmental issues
- Contribute to and produce reports and making presentations to individuals and groups
- Undertake background research, source and manage information/data as and when required, ensuring that appropriate policies and procedures are adhered to
- Work with tact and diplomacy and maintain appropriate levels of confidentiality for tasks and activities and within host placements
- Manage the workload effectively, ensuring that tasks are carried out in a timely and accurate manner
- Support University-wide activities, such as Open Days, Careers Fairs, clearing and Graduation etc.
- Ensure compliance with relevant University policies and procedures
- 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
- 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
- Undertake any other duties as may be reasonably requested by the Head of Service/line manager

The Graduate Trainee will have a substantive placement in the HR department plus other four additional placements (of a number of weeks duration – including at least 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 placement timeframe.

Induction, training and ongoing access to support and mentoring will be part of the employment opportunity.

Additional Information

1. Work flexibly and support other services at peak times as directed by the line manager.
2. To work flexibly as part of the team, which may require working evenings and weekends when required.
3. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
4. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's equal opportunities policy and Dignity at Work policy at all times.
5. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

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.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Graduate Trainee		Reference: HR-022/P	
School/Service: HR		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	First Degree gained from the University of Bolton (lower second or above) or a postgraduate programme. Please note some substantive placements may require studies in a particular discipline	Priority 1	CV / Supporting Statement / Documentation
1 b)	Educated to GCSE, grade C or equivalent standard of education.	Priority 1	CV / Supporting Statement / Documentation
2	Skills / Knowledge		
2 a)	Excellent communication skills both verbally and in writing	Priority 1	CV / Supporting Statement / Interview
2 b)	Knowledge of trends in social media platforms and communication channels	Priority 1	CV / Supporting Statement / Interview
2 c)	Able to develop and maintain effective working relationships with a range of stakeholders	Priority 1	CV / Supporting Statement / Interview
2 d)	Good analytical and research skills	Priority 1	CV / Supporting Statement / Interview
2 e)	Project Management Skills	Priority 2	CV / Supporting Statement / Interview
2 f)	Knowledge of the principles associated with legislative acts in employment e.g., Data Protection, Health & Safety, Bribery Act and Freedom of Information	Priority 2	CV / Supporting Statement / Interview
3	Experience		
3 a)	Experience of working to tight deadlines on projects	Priority 1	CV / Supporting Statement / Interview
3 b)	Experience of working in a busy office environment and delivering excellent customer service	Priority 2	CV / Supporting Statement / Interview
3 c)	Experience of using Microsoft Office applications	Priority 1	CV / Supporting Statement / Interview
3 d)	Experience of writing reports and formal presentations	Priority 2	CV / Supporting Statement / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Able to work with accuracy and attention to details	Priority 1	Interview
4 d)	Able to lead by example and work as part of a team	Priority 1	Interview

Position: Graduate Trainee		Reference: HR-022/P	
School/Service: HR		Priority	
Criteria		(1/2/3)	Method of Assessment
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview
5 e)	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

Graduate Trainee – Human Resources (HR)

Summary of Specific Duties / Responsibilities of the Graduate Trainee

Allocated small academic/professional support departments to act as a 'HR Administrator'. As such the duties will include:

- Dealing with various HR queries in their allocated departments and across the University more generally (by phone; email; or in person)
- Reviewing and updating job descriptions
- Advising managers on recruitment and selection strategies
- Advising managers on HR policies, processes and procedures
- Assisting with and developing recruitment campaigns
- Inductions of new employees (including line managers)
- Monitoring key HR KPI's such as turnover, retention rates, sickness absence etc.
- Negotiating terms and conditions of employment with staff
- Providing advice and playing a role in work reviews and change processes
- Using HR information systems to access, input and compile data
- Identify development needs
- Contribute to continuous improvement work in HR and their allocated department
- Managing staff relationships, responding to any queries or problems that they have and managing their expectations
- Researching best practice and external developments
- Monitoring, reviewing and updating HR policies
- Assist and administer with processes regarding external examiners; PhD supervisors; and Variable Hours Tutors (VHT)
- Minute taking/note taking
- Supporting the HR Business Partners / Executive Director of HR with various investigations including grievance and disciplinary
- Acting as a point of contact for hiring manager, employees and other HR team members
- Support operational transactional and project work of the HR team

University Group placements to be confirmed, but University Group placements may include Alliance Learning; Bolton College; The Anderton Centre, internal University teams, reporting to Sharon Thompson, HR Operations Manager.

Description / Outline the Project and the Graduate Trainees Role within the Project

- Develop and manage the launch of a series of 'pod casts' / videos for line managers on HR practices (e.g., recruitment, undertaking investigations, Team Talks, Performance Reviews)
- Undertake a review / update of the HR web pages
- Project manage the review and update of the University long service awards scheme

Details of any Degree / Post Graduate Discipline Required

- Any degree considered
- Ideally a first or masters degree in business or psychology discipline preferred
- Must have a genuine interest in HR

Details of any Training to be Provided by HR

- HERA job evaluation

- iTrent HRIS
- HR policies, practices and processes
- If completed a first degree or masters programme in any discipline other than business we would support the Graduate Trainee to complete a Level 5 Operational Management Apprenticeship or Grade 5 CIPD Apprenticeship

Additional Information

- HR have a heavy workload and a number of key initiatives are needed to be delivered on during the next phase of the University's journey
- As the substantive placement is in HR, not only will the Graduate Trainee develop skills and knowledge to enable them to progress to a professional HR role externally, but due to the real work they are undertaking, they will support the HR agenda of the University