



**Job Title:** Graduate Management Trainee  
**Grade:** 3  
**Salary:** £25,040 per annum  
**Hours/Contract:** Full time fixed term contract from 1 September 2026 – 31 August 2028  
**Job Family:** Management and Administration  
**Reference:** 13629

### About the Graduate Management Trainee Scheme

The University of Leicester Graduate Management Trainee Scheme aims to attract ambitious graduates to a career in higher education within Professional Services through various rotations across business functions. Across the scheme, the trainee will gain a wide range of skills and experience, and will be supported by a tailored development programme.

Whilst there is no guarantee of employment at the end of the scheme, trainees that have demonstrated excellent performance within their rotations will be in an advantageous position to apply for other roles across the University and support will be provided to assist with the application process. In addition, the skills and experience gained throughout the scheme will undoubtedly give the trainee a competitive advantage should they wish to apply for roles outside of the University.

### Tailored Development Programme

The Graduate Management Trainee will benefit from a development programme aimed at supporting and guiding them throughout the duration of the role. Over the scheme, the trainee may have several different line managers. To provide continuous support throughout that period, they will be guaranteed a mentor as part of the University’s Coaching Academy. They will also be able to access the training and professional development opportunities offered by the University to its staff.

### Main Duties and Responsibilities

The following responsibilities are indicative as the specific responsibilities will vary according to the Professional Service division which the Graduate Trainee will be based in. Responsibilities will include the opportunity to:

- Develop and lead operational activities against agreed targets and milestones
- Work with a team to complete work activities and tasks to a high standard and quality
- Build relationships and enhance communication skills with multiple stakeholders

### Internal and External Relationships

Liaison with colleagues within the teams across a wide range of Professional Services departments at all levels across the University.





**Planning and Organising**

Organise and plan own work with direction from a line manager, prioritising work on a daily, weekly, and monthly/quarterly basis.

Demonstrate flexibility in order to respond to ad hoc enquiries, which might be more urgent, pre-empting issues with pro-active solutions.

Set and monitor service objectives and standards within own work to ensure standards are met and to improve quality/efficiency.

**Qualifications, Knowledge and Experience**

**Essential**

- Must be an undergraduate final year student at the University of Leicester in 2026 or a graduate from 2025 cohorts.
- An understanding of the societal benefits that the higher education sector brings and some of the current challenges facing it\*
- A demonstrable understanding of how work experience gained within a university environment fits with own longer term career aspirations
- Excellent IT skills including Word, Excel, Access, and PowerPoint
- Resident of the UK for the past 3 years

**Desirable**

- Level 2 qualification for English and Maths

**Skills, Abilities and Competencies**

**Essential**

- Excellent interpersonal and communication skills with a demonstrable ability to liaise effectively with a wide range of people.
- Ability to work with high levels of accuracy and attention to detail\*
- Ability to work as part of a team and on own initiative
- A willingness to understand the importance of records and data management\*
- Good numeracy skills
- Good organisational and planning skills
- Good analysis and problem-solving abilities
- Demonstrable ability to use initiative and judgment to resolve problems independently

***\*Criteria to be used in shortlisting candidates for interview***





### Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

