

Imperial College
London

Graduate Management Training Scheme 2020

Information for applicants



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Introduction



“The scheme is stretching – it has to be because Imperial is determined to retain its world class status.”

The Graduate Management Training Scheme at Imperial College London is a fundamental element of the College's talent management and career progression initiative. Since its inception in 1998, the Scheme has helped the development of high potential individuals who have worked to consolidate, and build upon, our reputation as a world class university. The Scheme celebrated its twentieth anniversary in 2018, and we are especially proud of its legacy.

Throughout this period, Management Trainees have applied successfully for a wide range of posts at Imperial and, subsequently, have gained promotion. Currently, close to 50 per cent of all former trainees are still at the College in various managerial or specialist roles.

The Scheme's series of placements encompass education, research, students, people, planning, income generation, partnerships, communications and service provision. Placements are augmented by training, mentoring and external study opportunities, enabling participants to be well-placed to apply for vacant positions.

Of crucial importance to the Scheme are the placement managers who are responsible for agreeing objectives, monitoring and supporting progress and undertaking mid and end of placement reviews. Additionally, a key component is that the second-year trainees act as co-ordinators each year, providing the Scheme with continuity and cohesion.

The Scheme is only as good as those who apply and are selected. It is stretching. If you wish to make a significant contribution and, at the same time, develop a range of important skills, this handbook will help you to find out more about what the Scheme entails.

Kim Everitt
Scheme Director



About the College

Imperial College London is a science-based university with an international reputation for excellence in teaching and research. Consistently rated amongst the world's best universities, the College is committed to developing the next generation of researchers, scientists and academics through collaboration across disciplines. Located in the heart of London, it is a multidisciplinary space for education, research, translation and commercialisation, harnessing science and innovation to tackle global challenges.

The College is organised into four main academic sections: the Faculties of Engineering, Medicine, Natural Sciences, and the Business School. In addition to the core disciplines, there are a number of multidisciplinary research centres such as the Data Science Institute and the Energy Futures Lab.

The College is consistently ranked amongst the leading institutions in the world; Imperial ranked third in Europe and tenth in the world in the Times Higher Education World University Rankings 2020.

Imperial was founded in 1907 and has nine campuses in London and the South East; the most recent development includes a 25-acre innovation district in White City. It is an international organisation with research partners and industry links across the globe.

Over 131 nationalities are represented at the College, which employs 8,000 members of staff and has over 18,000 students enrolled on degree programmes. There is a highly supportive, inclusive and motivated community of staff and students. This is recognised by the College achieving employer awards such as the Athena SWAN Silver Award and Stonewall Diversity Champion.

www.imperial.ac.uk/about



About the Scheme

The Graduate Management Training Scheme aims to develop high potential individuals into future leaders. Trainees will undertake six placements in departments across the College over a three-year period where they will be mentored and line managed by a senior member of staff within the department.

Each placement is different depending on the role of the department and work can vary from arranging meetings and taking minutes to organising and developing major strategic projects. There is a diverse range of over 20 different departments which can host placements including: Education Office, Communications and Public Affairs, Campus Services, Strategic Planning, Enterprise and the Faculty Offices or the Business School. Although particular placements cannot be guaranteed, a trainee's preferences and choices will be taken into account as much as possible.

The Scheme Director, Kim Everitt, will meet with trainees for a one-to-one discussion every six months to check on their progress and reflect on the next steps in their personal development. On a day-to-day basis the scheme is managed by the second-year co-ordinators who between them share responsibility for recruitment and the financial administration of the scheme as well as pastoral support and learning and development.

The training element of the scheme is provided mainly through practical, on-the-job experience and trainees are free to discuss their development needs with their placement manager or one of the second-year co-ordinators.

It is intended that during the course of the training scheme, all trainees will develop the skills and experience necessary to move into a management position at Imperial. More than three quarters of trainees move into a role within the College immediately after leaving the scheme, and close to 50 per cent of all former trainees are still working in a variety of roles within the College. The duration of the scheme can be flexible so if the ideal job opportunity comes up before the three-year period you can discuss options for applying to it with the Scheme's Director.

The College also has a Graduate Finance Training Scheme. Information about this scheme is available on our website.

www.imperial.ac.uk/jobs/career-programmes/graduate-schemes

Person specification

Imperial College London is looking to recruit recent graduates to its Graduate Management Training Scheme. The scheme is designed to provide candidates who do not have extensive professional experience with an introduction to a career in university management. Candidates should explain in their application how they meet each of the criteria below.

Qualifications and Criteria

To be eligible for the scheme, you will need to meet one of the following criteria:

1. Have obtained a minimum 2:1 undergraduate degree or equivalent in any discipline in the last three years
2. Be due to graduate in Summer 2020 with a minimum 2:1 undergraduate degree in any discipline
3. Have completed a postgraduate degree (Masters/PhD) in the last three years. If this applies to you, you will still need to have obtained a minimum 2:1 undergraduate degree prior to applying
4. Be due to graduate in Summer 2020 with a postgraduate degree (Masters/PhD). If this applies to you, you will still need to have obtained a minimum 2:1 undergraduate degree prior to applying

Key skills

- **independence:** the ability to take initiative, lead on projects, and be proactive in prioritising a dynamic and diverse workload.
- **interpersonal:** confidence in forming effective working relationships with a diverse range of people, including working inclusively and as part of a team.
- **analytical:** the ability to draw accurate and informative conclusions from detailed research without losing sight of the bigger picture.
- **communication:** effective oral and written communication of ideas with an excellent command of English.
- **adaptability:** the ability to multi-task, and to respond effectively to change, on a day-to-day basis and between placements.

Qualities

- **an interest in higher education:** demonstration of a clear and reasoned interest in working in higher education and learning about the inner workings of a highly complex organisation.
- **an interest in personal and professional development:** demonstration of seeking out and acting upon opportunities for personal and professional growth.

Professional development

Creating the opportunity for professional development is a core part of the scheme. Trainees will be expected to focus on the development of their management and leadership skills through the placement activities, mentoring and training.

Trainees are given opportunities to work with senior members of staff, as well as the Scheme Director, to shape their learning and development objectives. There is a strong network of current and former trainees, who can provide guidance on development needs and possible career paths. In the second year of the scheme, there is also the opportunity to support the management of the scheme including responsibility for recruitment, financial budgeting and mentoring roles. Throughout the placements, trainees are encouraged to develop their skills through courses; these help provide general information about the College and equip individuals for senior roles. Examples of training courses available in the College's Learning and Development Centre include:

- Communicating for Results
- Introduction to Managing Groups and Teams
- Recruitment and Selection
- Information Security Awareness
- Mental Health First Aid

In addition the College can provide funding for external training courses and previous trainees have successfully completed courses in:

- Project management (PRINCE2, AgilePM)
- Finance (Finance for Non-finance Managers)
- Technical (Microsoft Project, Data Analysis, Financial Modelling)

There is often the opportunity to attend conferences through the scheme run by external organisations.

The College may also provide up to two-thirds of the funding for an appropriate professional qualification, for example a Chartered Institute of Marketing diploma or Certificate in Business Accounting. Trainees who wish to take advantage of this opportunity will be able to take the appropriate study leave to prepare adequately for course assessments.

“Imperial has been very supportive of my career development, including providing partial funding for me to take on a part-time CIMA Certificate in Business Accounting.”

Imogen, Third-year Trainee

Salary and benefits

The first-year starting salary is from £32,850. This is grade 3a on the College's Professional Services pay scale.

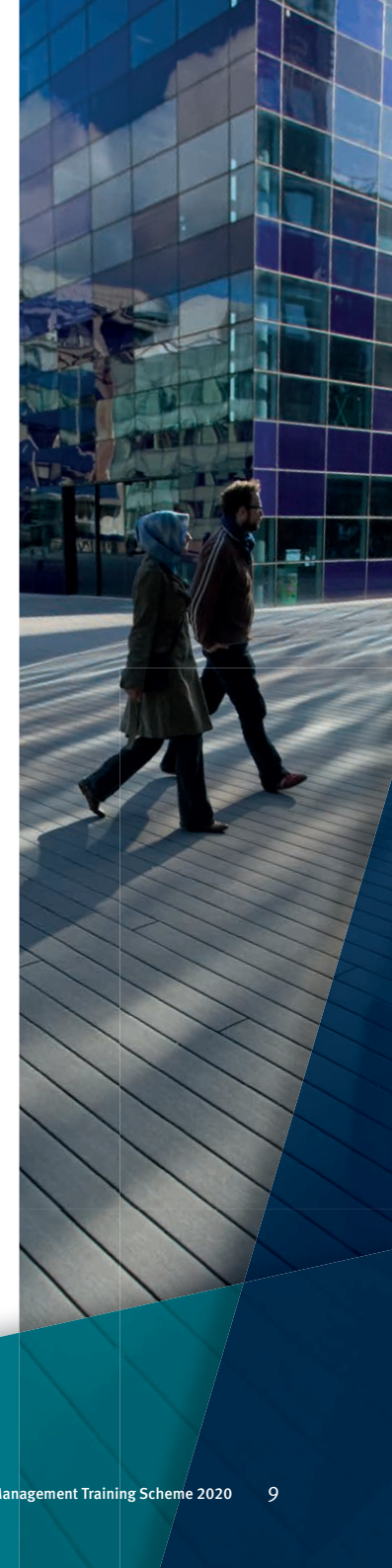
The second-year salary is from £38,006. This is grade 3b on the College's Professional Services pay scale. Progression to grade 3b is subject to a successful performance review.

The salaries quoted will increase by any cost of living award implemented by the College in 2020.

There are also many additional benefits to working at Imperial College London, these include:

- pension services provided by SAUL including a generous contribution from the College
- minimum 39 days paid annual leave including public holidays and College closures
- interest-free travel loans to purchase an annual season ticket
- interest-free bicycle loans
- child care provision and child care support scheme
- discounted membership at College sport and leisure facilities
- contribution towards the costs of a professional qualification and provision for study leave
- discounts and cashback on personal purchases from a wide variety of online and high street stores via 'Imperial Perks'.

www.imperial.ac.uk/human-resources/working-at-imperial



“The Graduate Management Training Scheme is a unique opportunity to work on a variety of interesting projects and receive mentoring and exposure to senior members of staff, who support your development.”

Jenny, Former Trainee

EXAMPLE PLACEMENTS

Faculty Offices and Business School

The Faculties of Engineering, Medicine, Natural Sciences and the Business School have central offices which co-ordinate activities across all of their departments.

Trainee placements in a Faculty Office provide several opportunities to be a part of the strategic, research, teaching and operations sides of the area. In the past, trainees have supported the Strategic Research Manager, Faculty Operating Officer, Faculty Finance Officer and Faculty Education Manager in their roles. Faculty placements offer trainees an insight into the role of a Faculty and how they operate within the College structure.

Previous projects in the Faculty Offices have included:

- leading an initiative to engage research Fellows more effectively;
- driving a project to bring together environmental-related research within the College;
- providing funding bodies with information regarding the Faculty's strategic research priorities and funding portfolio;
- organising multidisciplinary workshops to establish new collaborative groups and encourage inter-departmental research projects;
- analysing Widening Participation data to recommend new admissions policies for the departments;
- conducting a review of pastoral care for postgraduate students in the department.

www.imperial.ac.uk/engineering

www.imperial.ac.uk/medicine

www.imperial.ac.uk/naturalsciences

www.imperial.ac.uk/business-school

Central Secretariat

The Central Secretariat is responsible for overseeing and reviewing the College's governance procedures, ensuring that legal obligations, best practice across the sector and optimum effectiveness are all upheld.

The Central Secretariat provides committee support, legal support, copyright advice, and manages corporate archives and records.

Previous projects in Central Secretariat have included:

- acting as the secretary for various committees and working groups;
- drafting papers for board meetings, such as Provost's Board;
- editing and drafting existing policies and new policies for the College Secretary;
- supporting the review and refinement of a number of policies and governance procedures, including the smoking policy, information governance and data protection, philanthropic donations and ethics codes, student bursaries;
- supporting the legal and data protection team.

www.imperial.ac.uk/admin-services/secretariat

Campus Services

Campus Services is made up of a number of support services which all report to the Director of Campus Services. Trainees will have the opportunity to learn about some of the College's support services operations including: Conferences, Catering, Sport Imperial, The Student Accommodation Centre, Hall Operations, Vacation Accommodation and the Student Hub.

Previous projects in Campus Services have included:

- writing project briefs, business cases and investment proposals for varied projects throughout Campus Services;
- project managing and delivering KPI dashboards for each service, providing quantifiable data to give a snapshot of service performance at given intervals;
- implementing the review and restructure of Receptions and Welcome Service across the College, assisting with recruitment, stakeholder engagement and change management;
- designing and implementing action plans as a result of the Staff Engagement Survey;
- writing a Catering Strategy and other related documents for the new White City Campus;
- conducting a review and making recommendations on how best to deliver operational support services on the new White City Campus;
- completing observational work and drafting reports for operational improvements across Campus Services.

www.imperial.ac.uk/campus-services

Communications and Public Affairs

Communications offers the opportunity to develop a sound understanding of communications practice and its place in support of the College's strategic mission. Trainees could receive practical experience of media relations, internal communications, digital media, events, editorial and print production, and research communications, involving engagement with cross-cutting College projects and an introduction to some of the approaches used by College communications. Public Affairs ensures that the College has a voice in important public policy debates and keeps colleagues informed on important policy and political developments.

Previous projects in Communications and Public Affairs have included:

- building new websites including developing content plans, collecting and writing content, considering layout approaches and constructing the pages;
- working on a programme to connect Imperial researchers with government, running seminars, workshops and creating a suite of printed and online materials;
- organising high-profile visits to the College, such as the Universities and Science Minister;
- assisting with managing the College's social media channels (planning and producing content, scheduling posts, helping to manage student takeovers);
- running social media campaigns (examples include the Results Day, Welcome Week and LGBT STEM Day campaigns);
- writing news stories, interviewing members of staff and uploading stories to the College news website;
- producing and editing podcasts and videos using specialist software;
- managing requests for experts from journalists;
- helping to compile data reports.

www.imperial.ac.uk/communications

Enterprise

Enterprise is the College's industrial liaison, innovation, and entrepreneurship arm and is responsible for managing relationships with the College's corporate partners. The division is responsible for connecting students and academics with industry, as well as running student focused entrepreneurship development programmes, facilitating academic consultancy work, running a technological foresight practice and hosting enterprise engagement events.

The Enterprise division is split into the following departments: Faculty Industry Partnerships and Commercialisation, Enterprise Engagement, Science-led Services (Imperial Consultants, Imperial Projects, Research Project Management), Academic and Technology Ventures, Commercialisation Office, Advanced Hackspace, Enterprise Lab, and Imperial White City Incubator.

Previous projects in Enterprise have included:

- evaluating the College's Key Partnership Accounts;
- creating a tool to map key corporate relationships within the College;
- acting as the marketing lead of the annual Tech Foresight event;
- organising the operations and marketing of a large joint corporate event with Massachusetts Institute of Technology and BT;
- completing a review of the College's communications with external corporate contacts;
- supporting the co-ordination of a new competition for enterprising female students;
- supporting the set-up of new business accelerator programmes;
- preparing briefings on new possible corporate partners for senior College leadership;
- contributing to the annual planning and budgeting process of Enterprise.

www.imperial.ac.uk/enterprise

Education Office

The Education Office is the strategic office of the Vice-Provost (Education) and has responsibility for the College's education strategy and pastoral support. Trainees will have the opportunity to gain an understanding of the responsibilities of the Vice-Provost (Education) and develop specific awareness of their remit.

Previous projects in the Education Office have included:

- preparing, researching and drafting papers and reports for senior committees e.g. recommendations for the development of international opportunities;
- assisting with the development of the College's Education and Student Strategy;
- designing and implementing student surveys;
- co-ordinating a review of provision for care leavers;
- assisting with a new working group;
- designing the content for and building a new digital resource for students, focused on welfare, wellbeing, and study skills;
- working with the Digital Learning Hub to create, test and implement content for the College's new online courses;
- creating an asset catalogue of education tools available for use as part of the Digital Learning Hub's online content;
- working on a review and update of the College's undergraduate study support web-pages; this involved liaising with important stakeholders to identify gaps to be filled, and creating improved content to reflect changes to learning and teaching practices.

www.imperial.ac.uk/educationoffice

“The diverse range of roles that trainees have gone on to fulfil after leaving the scheme is testament to the highly personal way it is run – the scheme adapts to your personal needs and strengths and allows you to chart your own course through it.”

James, Former Trainee

CURRENT TRAINEES



Hannah

Before joining Imperial I studied for a BA in English Literature, graduating in 2017. Whilst studying I worked as a Subject Ambassador as well as a Student Representative and Content Creator for my university's marketing department. This gave me a taste of what working in the higher education sector was like. After finishing my Master's in Medieval Literature, I spent a summer working in Germany as an intern at a social sciences research institute.

I was particularly attracted to the Imperial scheme because it offered me the chance to try many different roles within the university, whilst also putting emphasis on personal and professional development. Since starting as a trainee in 2018, I have undertaken placements in Student Registry, the Academic Health Science Centre, the International Relations Office, and Public Engagement.

Each of them has been very different and has required me to learn new skills and tackle new challenges. During my time in Public Engagement I assisted in the organising of the Great Exhibition Road Festival which had tens of thousands of visitors and gave me the chance to work with our local museums and cultural institutes.

Although my placements have been very diverse, the contacts I have made across College mean that I feel a part of a wider community rather than just the team I am placed with at any one time. Some of my best experiences on the scheme have been when knowledge and experience I have gained in one area comes in useful on a new placement.

My most recent challenge has been a secondment as the Partnership Manager for the College's relationship with the Francis Crick Institute (a state-of-the-art biomedical research centre in London). This role has required me to work with senior staff from higher education institutes across the city which has been incredible for my professional development, and all within a year of starting at the College.

“Although my placements have been very diverse, the contacts I have made across College mean that I feel a part of a wider community rather than just the team I am placed with at any one time.”



Fola

After graduating in 2018 with a Bachelor's degree in Human, Social and Political Sciences, I completed an MSc in International, Social and Public Policy. Whilst completing my Master's degree, I interned as a researcher at an organisation committed to finding practical solutions to social challenges. My interest in raising educational attainment among disadvantaged pupils then led me to gain work experience at a start-up education charity alongside my studies, which involved coordinating tuition sessions for students in further education.

During my time as a student, I was involved in coordinating outreach events in order to improve the access of underrepresented groups to university. The varied nature of the training scheme was therefore a huge attraction, as the placement rotations would enable me to develop a more holistic understanding of the higher education sector beyond outreach. I was also keen to improve my leadership and project management skills, which the scheme seemed to offer through the managerial focus.

I am currently in a split placement between Occupational Health (OH) and the Imperial College Academic Health Science Centre (AHSC). OH is responsible for promoting health and wellbeing in the College, and the AHSC is a university-NHS partnership which focuses on ensuring that scientific research is utilised to improve health outcomes. Working across two departments has given me a wider understanding of the College, and I have found it to be very enjoyable and rewarding so far. Within OH, I have been tasked with organising the introduction of specific Respiratory Protective Equipment (RPE) to those who work in animal facilities at the College. This is a demanding project that enables me to develop my project management skills. In addition, it allows me to appreciate the challenges of change management, as it is a large-scale project which requires me to coordinate between different departments.

Whilst on my other placement, I have developed a better understanding of how the College works with other health trusts and organisations through compiling an internal and external stakeholder list for the AHSC. I am also in the process of developing policies to improve the diversity of speakers at the AHSC seminars, which has given me an insight into the proactive approach taken towards promoting inclusion and representation within the College.

“The varied nature of the training scheme was a huge attraction, as the placement rotations would enable me to develop a more holistic understanding of the higher education sector.”



Rhys

After graduating with a degree in International Relations, I spent 18 months working for a human rights NGO focused on achieving LGBT equality across the globe. I started off delivering and developing training programmes before progressing into a more consultancy-style role, working with a large number of private sector clients from across the UK and Europe.

Imperial's reputation as a world-class institution was something I really wanted to be a part of and to contribute to. Additionally, personal and professional development is incredibly important to me and I was eager to find new opportunities to be stretched, which the scheme definitely provides.

My first placement has been a split between the Student Information Management Programme (SIMP) and Communications and Public Affairs. SIMP is a cross-College programme looking to change the way students and staff interact with student data, and I have been working primarily on change management and how this is effectively communicated to the rest of the College. I have been given editorial control of a SIMP newsletter and have been liaising with senior academics regarding how this programme will benefit their departments. It has been incredibly exciting to be part of such a large high-priority project and to be given tangible responsibilities to help deliver it. As for my time in the Communications and Public Affairs department, I have been exposed to a wide range of digital channels such as writing for Imperial's news website and filming footage for Black History Month. The fast-paced nature of the placement complements my more strategic work in SIMP and offers a really different but equally rewarding challenge.

“It has been incredibly exciting to be part of such a large high-priority project and to be given tangible responsibilities to help deliver it.”

FORMER TRAINEES



Hannah

I joined the Graduate Management Training Scheme in 2014 and undertook a wide range of placements including Advancement, Central Secretariat, Finance, Strategic Planning and the Department of Surgery and Cancer. I also completed a placement in the Business School, working on the development of new programmes and communications and marketing. After approximately two years on the Graduate Scheme, I accepted the role of Strategy & Planning Manager in the Business School.

During my time on the Graduate Scheme, I led the project support and analytical research for an operational change programme; focusing on improving the quality and use of teaching space. I worked with staff and students across the university to support the delivery of this complex change initiative; collaborating with the student union, senior staff and support services. I worked with a team to gather input from over 150 individuals, analysed large data sets and then co-authored a diagnostic report and drafted policy. As a result, we saw huge changes in the approach to timetabling and the team were nominated by students for an award in Supporting the Student Experience!

In my current role I am responsible for the development of longer-term strategy and supporting its implementation. I managed the strategy development process for the Business School Strategy 2018 – 2028. Working with the senior team, I designed the process, communications and supported the development of the financial plan. This was an exciting opportunity to work with a wider range of teams across the School and external partners. I also lead the Dean's Office team to deliver events and strategic initiatives; which has included VIP guest visits, supporting organisational change projects and carrying out analysis and developing briefings. As a core part of my strategic implementation role, I am also secretary to the Business School Advisory Board and Management Board and support a range of internal communications.

Taking part in the Graduate Scheme enabled me to develop an understanding of lots of aspects of higher education as well as building my own teamwork and leadership skills.

“Taking part in the Graduate Scheme enabled me to develop an understanding of lots of aspects of higher education as well as building my own teamwork and leadership skills.”



Sam

I started the Management Training Scheme in 2010, one year after graduating from my BA. For me, the primary attraction was finding a graduate scheme which offered so much breadth and flexibility in roles and which would allow me to discover the work I most enjoy. On top of this, Higher Education was a sector I knew I would feel proud to work in. Although my background is in humanities, I have always enjoyed science and engineering and working for Imperial in particular offered this exposure to academics and students working in fields that fascinated me. Between these three reasons, the scheme seemed the perfect opportunity.

During my time on the Scheme I worked in Finance, Registry, Research Strategy, HR, Medicine, Engineering, and Natural Sciences. Working across these academic and non-academic divisions I gained an understanding of how the university works which would be hard to get from any one role and met many staff I would work with again later in my career in College. I also learned that the work which I found most varied and engaging was closer to academic departments and the 'coal-face' of research and teaching. I left the Scheme during my third year to take a role as Finance and Research Officer in the Mechanical Engineering Department.

Whilst in Mechanical Engineering I began work on a project to create a new engineering department, Design Engineering, working closely with senior academics to plan out the new department, building, and courses. In 2014 I formally started as School Operations Manager for the Dyson School of Design Engineering. This role is enormously varied, and has challenged me with everything from recruiting and setting up the administrative team of the School, to co-ordination on a >£50m building refurbishment project, and collaboration with a major donor (the Dyson Foundation). I have put many of the skills I learned on the Scheme to use and I know that taking on this role would have been next to impossible without the background I gained on the Scheme. In 2019 we completed our building had our first MEng graduates from the new course which came as a great milestone to me and all the others who have worked on the establishment of the department.

My advice to applicants is that the Scheme offers an incredible chance to find out what work you find most engaging and to work in a sector and an institution you can be proud of.

“The Management Trainee Scheme certainly prepared me well to step into a permanent role, and I would thoroughly recommend it for the rich array of opportunities presented.”



Jenny

I was on the Graduate Management Training Scheme between 2008 and 2011, undertaking placements in the Education Office, the International Office, Campus Services, Finance, the Faculty of Medicine and the Department of Materials. It was a great opportunity to experience the diverse range of activities undertaken by the College across both academic and support service departments. The chance to build an in-depth knowledge of the College's many functions has been really useful in my subsequent career.

Since leaving the scheme, I have headed a number of new commercial ventures developed by the Office of Financial Strategy. The objective of the Office is to support the development of new sources of income to Imperial, outside the core areas of research, education and translation.

I initially managed the development of the GradPad postgraduate accommodation business; this included the outsourcing of the lettings and facilities management for the portfolio, co-ordinating the contractual agreements for the first buildings to be delivered at the White City Campus and purchasing and refurbishing a new building at Imperial Wharf.

Once the GradPad business was up and running I moved into my current role as Strategy Director, heading up the Endowment's property portfolio, which manages investment property of c.£185m. The Endowment has a key role in the College's long-term strategy to secure financial stability and independence by maximising the return from investment assets.

In the last few years my role has expanded to also include responsibility for the asset management of the Related Ventures Group's residential property businesses. This is an incredibly diverse role as I am privileged to oversee the whole asset lifecycle: from acquisition, through planning and development, to either delivering an operational building or securing a successful disposal. It varies from many College jobs as it is primarily outward-facing but it is fantastic to represent Imperial externally and contribute to the long term needs of the College in a very tangible way.

I would definitely encourage anyone interested in higher education or, more generally, the operations of a highly complex public organisation, to apply to the Graduate Management Training Scheme. It is a unique opportunity to work on a variety of interesting projects and receive mentoring and exposure to senior members of staff. College is a friendly and welcoming place to work and takes inclusivity seriously, something I have appreciated first hand; we are also located in some of the most beautiful Boroughs in the Capital!

“College is a really friendly and welcoming place to work and takes inclusivity seriously.”



Simon

I had the pleasure of experiencing both the Finance and Management training schemes, having joined the former in late 2014, and transferred across to the latter in mid-2016. I have been lucky enough to be able to experience the full depth of the College's machinations, from working with students and academics on costing their research proposals in the Department of Mechanical Engineering, through to researching and creating exhibitions for the public in Communications and Public Affairs. The range of opportunities available on the scheme make it a fantastic opportunity to experiment and develop your knowledge of the myriad of functions required for a world class university to run – particularly useful if you're still not really sure what you want to do in life yet!

I now work in the College's Operational Excellence team, which aims to help make people's lives easier by producing simpler, more effective services for staff and students. My role involves trying to ensure we make the best use of Imperial's available space, whether it be for meetings, teaching or exams.

It is an exciting role that involves a lot of research and evidence building in order to help demystologise rumours and legends about College spaces. This makes it immensely satisfying – it is all geared towards ensuring staff and students have an improved experience of the College, and it is nice to be able to see the work you do making a noticeable difference in how the College is perceived.

The role is diverse in that it rolls the best parts of my previous placements into one – there's the data collection and analysis from Finance, the need to communicate visually and engagingly from time spent developing international-themed infographics in Communications, and the influencing of and engagement with the College community from Operational Excellence. The scheme has been immensely supportive in helping me gain confidence and build a repertoire of skills to be able to move into a role, as well as adapting to my personal ambitions to help me develop in the direction I wished to go.

I would absolutely encourage anyone who wants to see behind the curtain of a large public institution to apply to the Graduate Management Training Scheme. You will get stuck in to an assortment of stimulating projects, gain exposure to an extensive range of roles and responsibilities, and make some wonderful friends along the way.

“The range of opportunities available on the scheme make it a fantastic opportunity to experiment and develop your knowledge of the myriad of functions required for a world class university to run.”

The application process

Applications open

The opening date for applications is **Thursday 31 October 2019**.

How to apply

Applicants must have the right to work in the UK.

To apply to the scheme, visit the website for more information on the application process:

www.imperial.ac.uk/jobs/career-programmes/graduate-schemes/management/apply

All applications must be completed via the official application form and candidates should upload statements in either MS Word or PDF format. CVs and other additional attachments will not be considered – **please do not upload a CV**.

We are running a **name-blind recruitment process** this year – please see our **website** for further details.

Applications close

The closing date for applications is **midnight on Thursday 23 January 2020**.

Once the application window has closed, applicants will be shortlisted and a small number, typically up to 15, will be invited for interview. We receive a very high number of applications every year, with over 700 applications in 2019. To make sure your application stands out, you need to demonstrate how you meet the person specification.

Interviews

Invitations to interview are likely to be sent at **around mid-March**.

Interviews are likely to be held between Wednesday 1 and Friday 3 April 2020. Interviewees will be asked to complete a series of group and individual exercises in addition to a panel interview.

Confirmation

Applicants who attended interview will be informed by **April 2020** if they have been successful.

First day at Imperial

Successful applicants will start the Graduate Management Training Scheme on **Thursday 24 September 2020**.

All trainees take part in the Welcome Programme, a series of events and training which introduce them to the College and their first placement.

APPLICATIONS
OPEN

31 October
2019

APPLICATIONS
CLOSE

23 January
2020

INVITATIONS
TO INTERVIEW

Mid March
2020

INTERVIEW
PERIOD

1-3 April
2020

CONFIRMATION

April
2020

FIRST DAY
AT IMPERIAL

24 September
2020

Imperial Expectations

Imperial College London is committed to equality of opportunity and to eliminating discrimination.

All employees are expected to follow **the seven Imperial Expectations** detailed below:

1. Champion a positive approach to change and opportunity
2. Encourage inclusive participation and eliminate discrimination
3. Communicate regularly and effectively within and across teams
4. Consider the thoughts and expectations of others
5. Deliver positive outcomes
6. Develop and grow skills and expertise
7. Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the **College Website Health and Safety Structure and Responsibilities** page.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GRES to promote respect for trans people.

For further information contact:
trainee.enquiries@imperial.ac.uk

USEFUL RESOURCES

The Graduate Management Training Scheme

www.imperial.ac.uk/jobs/career-programmes/graduate-schemes/management

The Graduate Finance Training Scheme

www.imperial.ac.uk/jobs/career-programmes/graduate-schemes/finance

Key College Statistics

www.imperial.ac.uk/admin-services/strategic-planning/statistics

Imperial College Strategy 2015–2020

www.imperial.ac.uk/strategy

Research Excellence Framework

www.imperial.ac.uk/research-and-innovation/about-imperial-research/ref

Annual Report and Accounts

www.imperial.ac.uk/finance/annual-report

History of Imperial College London

www.imperial.ac.uk/about/history