Graduate Management Training Scheme 2019
Information for applicants
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Introduction

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. As we celebrate the Scheme’s 20th anniversary in 2018, 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 varied 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.

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

Kim Everitt
Scheme Director
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. Supporting our academic endeavours are various professional services divisions, whose staff work closely and collaboratively with their colleagues in the academic faculties.

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

The College is consistently ranked amongst the leading institutions in the world; Imperial ranked fourth in Europe and eighth in the world in the Times Higher Education World University Rankings 2019.
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
- a 2:1 undergraduate degree (or equivalent) in any discipline. If you are in your final year of undergraduate study, any offer of employment would be conditional on you obtaining at least a 2:1 degree classification.
- applicants should also have graduated within the last three years (since the summer of 2016).

Key skills
- independence: the ability to take the 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 multitask, 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.
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.

“During my first year at the College, 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, Second-year Trainee

The first-year starting salary is from £31,770. This is grade 3a on the College’s Professional Services pay scale.

The second-year salary is from £36,926. 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 2019.

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.”

Hannah, Former Trainee

The Faculty Offices or Business School

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

Trainees on a placement in a Faculty Office will usually report direct to a senior member of staff who may be the Strategic Research Manager, Faculty Operating Officer or Faculty Finance Officer. Faculty placements offer trainees an insight into the role of a faculty within the College.

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
• reviewing the right to work check processes for departmental staff
• drafting a request for more estate for a department
• working with the head of research strategy on funding and prize applications.

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

EXAMPLE PLACEMENTS

www.imperial.ac.uk/engineering
www.imperial.ac.uk/medicine
www.imperial.ac.uk/naturalsciences
www.imperial.ac.uk/business-school
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: Catering, Sport Imperial, the Student Accommodation Centre, Hall Operations and the Student Hub.

Previous projects in Campus Services have included:

- benchmarking services with other universities to assist with strategic planning, for example, the postgraduate accommodation market and provision of pastoral care in halls producing a new budget for the Division
- writing project briefs, business cases and funding applications
- project managing and compiling a new annual report detailing key performance indicators for service areas across the Division
- producing HR information, such as job descriptions, adverts and requests to recruit
- conducting a review and making recommendations on how best to deliver operational support services on the new White City Campus.

Communications and Public Affairs

The Communications and Public Affairs Division offers the opportunity to develop a sound understanding of communications practice and its place in support of the College’s strategic mission. Trainees will have the opportunity to receive practical experience of media relations, internal communications, digital media, editorial and print production, and research communications. This will involve engagement with cross-cutting College projects and an introduction to some of the approaches used by College communications.

Previous projects in Communications have included:

- researching and writing features, articles and interviews for Reporter, the College’s staff newspaper
- assisting with planning and undertaking a photo shoot
- co-ordinating the process to update the College’s prospectuses, including sourcing and drafting student profiles and testimonials
- building new websites including developing content plans, collecting and writing content, considering layout approaches and constructing the pages
- managing the marketing for a high profile benefit concert and dinner.

Enterprise

Enterprise is responsible for building relationships with corporate partners and new business ventures. As well as collaborating with industry partners, they also provide project management support across Imperial and are involved with a portfolio of new, enterprising ventures within the College. They are also responsible to fostering entrepreneurship in staff and students through several programmes that support them to turn their research into businesses.

Previous projects in Enterprise have included:

- evaluating the College’s key partnership accounts
- creating a tool to map key corporate relationships within the College
- contributing to the annual planning and budgeting process
- organising events for corporate partners and senior members of the College
- 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
- researching and evaluating new potential ventures.

Education Office

The Education Office is the strategic office of the Vice-Provost (Education) and has responsibility for the College’s Education and Student 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 for example, 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 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.
After graduating with a degree in Economics and Politics, I spent a year working for a government body focused on skills and employment policy across the four home nations. I was focused on supporting the development of policy briefings and providing project support across a varied portfolio of work.

Knowing that I was interested in higher education, I was looking for something that would give me the opportunity to try my hand at different areas and experience all that a large organisation would have to offer. The scheme attracted me because at the time, it was unlike anything else I had come across in terms of what it offered, and what it would allow me to do.

Over the course of the scheme so far, I have had placements in the Graduate School, Central Secretariat, Academic Partnerships, the International Relations Office, the Business School and Campus Services. In addition to that, I have also had the opportunity to take on additional roles of responsibility in my second year including as a recruitment co-ordinator with a fellow trainee and also serving as a mentor to the first year cohort of trainees.

These opportunities and more have allowed me to develop my understanding further about what the College does and have enabled me to not only learn more about myself, but also got me thinking more strategically about what opportunities to explore in the future.

Across various placements and through the course of other projects, the opportunity to work with various people at all levels is something that I have highly valued because everyone I have worked with has been very generous with their time and energy. Furthermore, being in such an awe-inspiring place such as the College, there are always interesting lectures, talks and many things going on. One of these that I have experienced is volunteering at the Imperial Festival. There is nothing quite like seeing thousands and thousands of people descending on the South Kensington Campus over one weekend to learn more about science!
Bridget

Before joining the scheme, I graduated with a BA in English Literature and Spanish, during which I was involved in leading access and outreach initiatives for my university. I also spent a year in Spain and Chile as part of my degree, where I worked for a diverse range of organisations, including an international educational publisher in Madrid, a Chilean literary project and a higher education institution in Santiago, which gave me a valuable insight into the sector on the international stage.

I became interested in working in higher education during my experiences as a student representative at university and was particularly attracted to the Graduate Management Scheme here at Imperial because of both its rotational aspect and focus on personal and professional development. You’re in a very privileged position as a Management Trainee as you are given access to a vast array of areas, people and resources from day one, through which you can quickly get to know how the various systems work and gauge exactly where your talents and interests lie.

In my current placement (Academic Partnerships) I’ve been sharing my time between the Community Engagement team and the International Relations Office. Imperial’s Community Engagement team are responsible for building programmes of events to involve the local community in Imperial’s cutting-edge research, particularly the residents of White City where the College’s major new campus is located. I’m excited to be managing a brand-new Seed Fund for the team, with the aim of supporting community-led projects in the local area, inspiring local residents around science and fostering partnerships between the College and White City. I’ve been amazed at the sheer number of projects the Community Engagement team are currently involved in and the innovative ways in which Imperial is reaching out to local residents from a variety of different backgrounds.

My work for the International Relations Office has been equally as diverse, from being involved with student-facing projects such as a networking event for regional student societies, to producing resources for Imperial researchers to speed up their search for international opportunities, and supporting visits from foreign diplomats to the College. I’ve gained an exciting insight into the workings of a truly international university.

Ewan

I studied Classics as an undergraduate and joined the scheme very soon after I graduated in 2018 as my first long term job. I did not have much experience working in higher education before the scheme but had done a lot of outreach work at university and worked in schools which tied in nicely with my first placement in Student Recruitment and Outreach (SRO).

My first placement has been a split placement between SRO and the College Central Secretariat. In SRO I have mainly been working on two large projects, including collating the Outreach Annual Report and conducting research into how much widening participation expertise is on university governing boards. I have also had the opportunity to take minutes at meetings for the first time which was a very useful experience.

In the Central Secretariat, I have been involved in a variety of smaller tasks, such as editing the College policy on registering external interests, drafting emails on behalf of the College Secretary, and managing the Smoke Free email inbox. This placement has given me invaluable insight into how the college works and is run at the highest level.

This graduate scheme is unique in genuinely placing the emphasis on the individual and their professional development. Trainees are not only given the opportunity to enhance their own experience through training courses and rotations but are also given responsibility which makes them feel genuinely useful towards the running of the college. The variety of different placements on offer also means that there is an opportunity to learn a wide range of skills.

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Robyn
I enjoyed two years on the Management Trainee Scheme with placements including Communications, Campus Services, Central Secretariat, Operational Excellence and the Education Office, as well as co-ordinating the recruitment for the scheme alongside a fellow trainee.

The spread of placements equipped me with a variety of experiences, approaches to work, and insights into both operational and strategic mechanisms within the College. A highlight was certainly working on Welcome Week with Campus Services, taking the opportunity to develop my role from project support to a more leading role in the planning and execution of start of session – both a challenging and rewarding piece of work!

My final placement on the scheme was within the Education Office, where I gained exposure to the early stages of implementation of the Learning and Teaching Strategy, co-ordinating meetings with departmental and programme leads to discuss curriculum review and pedagogical transformation, whilst also helping to maintain the student focused websites Student Space and Success Guide. The experience during this six months convinced me that this area of College was one in which I wished to remain, and I secured a position as Office Manager for the Digital Learning Hub.

My role as Office Manager has developed from helping to set up the operational structures for the Digital Learning Hub, through to supporting the continuous development of the digital learning strategy and growing the team from three to thirteen over the first year. A highlight has been facilitating the design of a new space for the Hub: across 2018-2019 we will be refurbishing a space that will comprise a film studio, an innovative active learning space and new offices. This will not only provide a facility through which pedagogical innovation can be tested by multiple departments, but also a collaborative space that will bring together multiple education teams, academics and students from across College.

The scheme certainly prepared me well to step into a permanent role, and I would thoroughly recommend it for the rich array of opportunities presented:

- encountering some truly inspiring characters, learning about the incredible work carried out by academics and students,
- making very good friends – all contributing to an impression of what sort of role or career would fit my skills and interests.
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 demythologise 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.

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!
The application process

Applications open
The opening date for applications is Wednesday 31 October 2018.

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.

Applications close
The closing date for applications is 17:00 on Wednesday 23 January 2019.
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 800 applications in 2018. 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 3 and 5 April 2019. 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 2019 if they have been successful.

First day at Imperial
Successful applicants will start the Graduate Management Training Scheme on Thursday 26 September 2019.
All trainees take part in the Welcome Programme, a series of events and training which introduce them to the College and their first placement.

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 GIRES 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/about-us/publications

History of Imperial College London
www.imperial.ac.uk/about/history