

JOB TITLE:	Graduate
Accountable to:	Graduate Line Manager
Staff Managed:	None
Salary:	£26,000 p.a.
Term:	18 months on a fixed term basis

PURPOSE OF THE JOB

Our Graduate scheme is designed to attract bright and enthusiastic people to our organisation to contribute to our subject areas and delivery of existing and new products around the world.

Our graduate roles will be responsible for supporting a number of different directorates, departments and teams delivering projects to meet business needs.

You will contribute to long term business objectives through research and analysis, and by taking part in specific work strands. With a focus on continually improving academic and delivery outcomes, you will develop and use best practice, applying your learning across a range of projects.

KEY ACCOUNTABILITIES & TASKS

1. Living the values and behaviours of Trinity College London
2. Demonstrating strong problem-solving approaches, including the ability to analyse and implement changes to service delivery, and directly contribute to continuous service improvements.
3. Demonstrating strong written communications by producing reports, papers, briefings, policies, articles and other documentation, as required.
4. Working within designated directorates in a range of project teams, taking responsibility for the delivery of specific strands of project work, analysing and presenting information, liaison with internal and external stakeholders and arranging meetings and briefings.
5. Undertaking research on a variety of topics and issues and presenting findings in a confident and professional manner using a variety of media.
6. Collating and analysing information as required, ensuring accuracy in delivery and to agreed timescales.
7. Reviewing systems and processes, making recommendations for improvements in effectiveness and identifying potential efficiencies.

8. Responsibility for internal record keeping, including input into databases and systems, maintaining office records and filing systems (physical and digital).
9. Preparing business reports and communications appropriate to the intended audience that deliver the required impact and outcomes.
10. Developing and maintaining effective working relationships with the host function, project teams and other key contacts, internally and externally
11. Being a pro-active team member, playing a full part in meetings and shared and individual learning interventions events, as appropriate and required.

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

Education / Qualification Degree 2:1 or above

Essential Skills / Knowledge:

- Ability to apply intellectual rigour and understanding, able to analyse, interpret, explain and summarise complex data and issues in a logical manner.
- Ability to think ahead and demonstrate effective problem-solving skills.
- Excellent listening, written and oral communication skills including the ability to adapt oral and written communication methods and styles to suit the audience.
- Ability to prioritise conflicting tasks and a challenging workload.
- Ability to adapt to a changing environment.
- Ability to work effectively as part of a team.
- Ability to use a wide range of Microsoft Office packages particularly in the areas of Word, Excel and Outlook.
- Ability to work pro-actively and without supervision.
- Ability to remain calm, confident and professional.
- Self motivated and committed to achieving targets

Safeguarding and protection

Trinity College London is committed to safeguarding and protecting the children and young people with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.