Leeds Metropolitan University

Graduate Internship Scheme

Information to Applicants

Working in partnership with Yorkshire Universities and Graduates Yorkshire, we have a range of exciting opportunities for Graduate Interns to work within our University. The Graduate Internship Scheme is open to all recent Leeds Met graduates, who have graduated within the last 2 years.

A range of 12 week placements are available in the following areas of the University:-

- Carnegie Faculty – The School of Events, Tourism and Hospitality
- Carnegie Faculty – School of Languages
- Estates Services
- Faculty of Health and Social Sciences – Biomedical Sciences Laboratory
- Human Resources
- Information, Media and Technology Services (IMTS)
- International Office
- Planning and Registry Services
- Strategic Planning Office
- Student Admissions

For more information regarding any of these placements, please click on the relevant link above.

You are able to indicate up to 2 preferred placements, from the 10 available, in your application, focusing your supporting information on these 2 areas. Ideally the 2 preferred placements should be either in an area of your expertise or particular professional interest, which will help you work towards your career goals and individual learning objectives.

Salary - £300 gross per week

Placement Objectives

Although the specific objectives within each of the 10 placements differ, you can expect to –

- Undertake a tailored learning experience of professional activities;
- Increase your occupational awareness;
- Develop your occupational and transferrable skills;
- Recognise and articulate your skills and qualities to future employers;
- Increase your competitiveness within the graduate employment market;
- Enhance your CV and future job applications with real and relevant experience.

During the 12 week programme, you will also have the opportunity to access all of our University’s internal employment opportunities.
Personal and Professional Development

The Graduate Internship Scheme at Leeds Metropolitan University is a unique opportunity for members of our student community to participate in a challenging placement focused on increasing occupational awareness to enhance your employability.

Our University’s Career Service will provide a programme of support and development.

Criteria for Eligibility

- You must be a recent graduate at Leeds Metropolitan University, having graduated from the University within the last 2 years, and have completed your final assessments by January 2012.
- If you are not a UK resident you will need to have an appropriate work visa issued by the Home Office.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.

Health and Safety

You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/ Codes of practice relating to Health and Safety.

Pre employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre employment health assessment.

How to Apply

All applications must be submitted on the University’s standard application form. To apply please visit our vacancy website at http://www.leedsmet.ac.uk/jobs and select the Graduate Internship vacancy.

It is important that you read the employee specification carefully and provide full evidence of how you meet the selection criteria within your application form. The employee specification clearly describes the skills and attributes we are looking for. This can be found at the end of this document.

Please ensure that you indicate clearly on your application your 2 preferred placement areas from the 10 available.

We would also ask that you include as one of your referees the course leader or tutor for your programme of study.

Closing date for applications: Friday 27 January 2012
Applicants who are successful at the short listing stage will be invited to participate in an Assessment Centre. The Assessment Centre is scheduled across 2 days, Tuesday 14 February 2012 and Monday 20 February 2012 and you may be invited to either date.

Final interviews for those successful at the Assessment Centre stage will take place with the placement department during the weeks commencing 20th and 27th February 2012.

Successful candidates are expected to commence their internship week commencing Monday 5 March 2012.

It is the responsibility of all applicants to make themselves available throughout the Graduate Internship Scheme 2012 Recruitment and Selection process.

If you have any queries please contact the HR Operations team on telephone 0113 8123255 or email hroperations@leedsmet.ac.uk
Leeds Metropolitan University – Employee Specification  Ref: HRD277593A

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<thead>
<tr>
<th>Post Title</th>
<th>Graduate Internship</th>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

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<thead>
<tr>
<th>Qualifications, Skills, Experience &amp; Knowledge</th>
<th>Essential</th>
<th>Method of Assessment (Application/Interview/Test/Other)</th>
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<tbody>
<tr>
<td>1. A recent graduate of Leeds Metropolitan University with a degree in any chosen subject, having graduated from Leeds Metropolitan University within the last 2 years</td>
<td>✓</td>
<td>Application</td>
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<tr>
<td>2. Ability to use a range of IT packages to a high standard including the Microsoft Office suite of packages including word processing, excel, database and email.</td>
<td>✓</td>
<td>Application/Assessment Centre</td>
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<td>3. Ability to plan projects accurately and efficiently by identifying priorities and delivering work of a good quality within agreed deadlines.</td>
<td>✓</td>
<td>Application/Assessment Centre</td>
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<tr>
<th>Performance Attributes</th>
<th>Method of Assessment (Application/Interview/Test/Other)</th>
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<tbody>
<tr>
<td>SERVICE DELIVERY</td>
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<td>4. Understanding important issues and prioritising work accordingly to meet customer needs.</td>
<td>Application/Assessment Centre</td>
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<tr>
<td>5. Ability to provide a high standard of customer service when working with staff, students, visitors to the University and external contacts or partners.</td>
<td>Application/Assessment Centre</td>
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<td>TEAMWORK</td>
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<td>6. Ability to work flexibly, without supervision and as a member of a team, providing support and assistance to colleagues when required.</td>
<td>Application/Assessment Centre</td>
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<td>COMMUNICATION</td>
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<td>7. Evidence of excellent interpersonal and communication skills, with the ability to communicate confidently via the appropriate method.</td>
<td>Application/Assessment Centre</td>
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<td>CREATIVITY &amp; INNOVATION</td>
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<td>8. Demonstrate a positive attitude to change and the ability to use creativity and initiative to identify new ways of doing things.</td>
<td>Application/Assessment Centre</td>
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<td>LEARNING &amp; DEVELOPMENT</td>
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<td>9. Actively interested in own professional development, including the ability to acquire new skills to meet the changing needs of the organisation.</td>
<td>Application/Assessment Centre</td>
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<td>10. Proven enthusiasm for a career in the chosen placement area and a knowledge of current developments and trends in that area.</td>
<td>Application/Assessment Centre</td>
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Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University’s performance attributes. Further details can be accessed via the following web address: [www.leedsmet.ac.uk/performanceattributes](http://www.leedsmet.ac.uk/performanceattributes).