



POSITION PROFILE
Business Graduate



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Job Title: Business Graduate
Reporting to: Head of Research, with Project Manager reporting lines
Location: Edinburgh / Glasgow

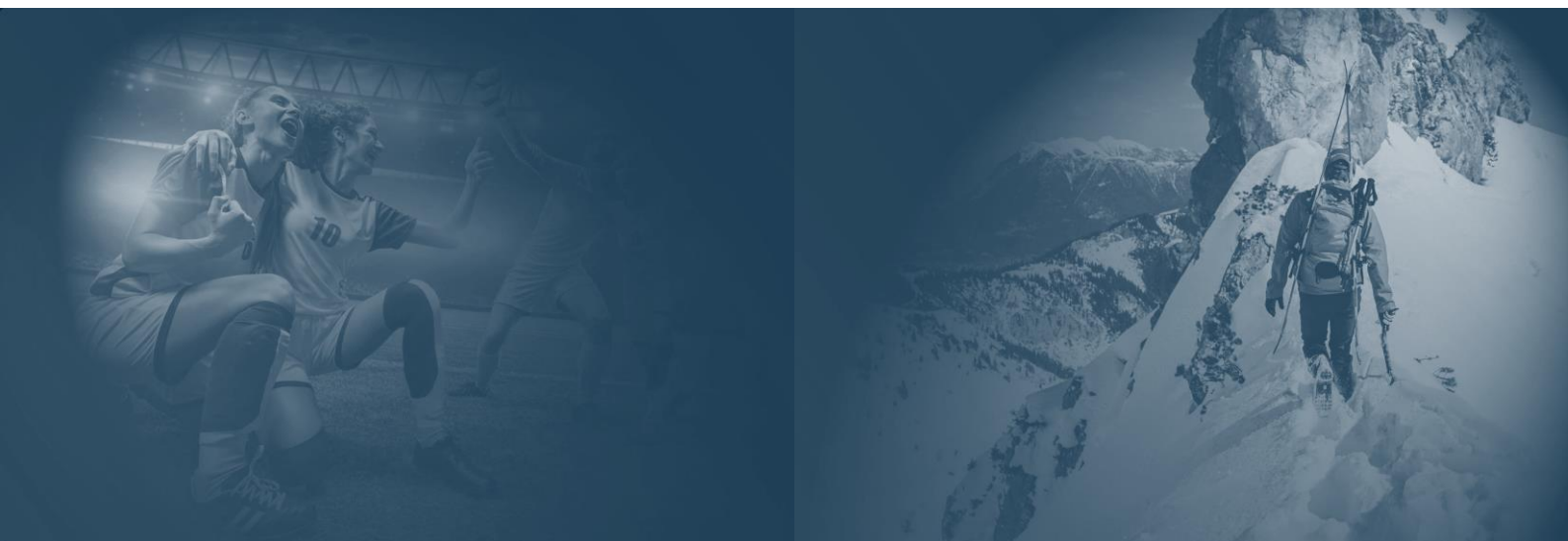
Role Overview

We are seeking a business graduate of the future; driven, smart, and passionate about shaping the future of recruitment. You must be naturally curious, hungry to learn, and take pride in excelling in what you do and making a positive impact.

Our Graduate Programme will grant access to the core business functions within the Group and will align with the Group's 4Cs – clients, candidates, colleagues and community. This wide-reaching programme will provide an excellent commercial grounding as you take your first steps into the business world. There will be opportunity for rotation across the following areas, dependant on business need:

1. Executive Search - Research
2. Specialist Recruitment - Technology
3. Specialist Recruitment - Finance
4. Bespoke Projects - Internal Operations & Marketing

The successful graduate will be given a structured programme of development, will have access to senior figures within the business, be involved in client facing activities and events, given autonomy to drive and present on specific initiatives designed for the graduate programme; all within a hugely collaborative, positively challenging, and fun working environment.





A desire to make a difference and develop strong commercial awareness is highly sought after, with the knowledge that learning is the most crucial part of the graduate journey. We believe that attitude and endeavour play a key part in success, alongside the ability to enjoy our culture and business ethos.

Essential Skills and Attributes:

- Excellent verbal and written communication skills
- Highly organised and proactive in managing own workload
- Sound commercial sense and comfort interfacing with senior stakeholders
- The ability to use own initiative
- Exceptional attention to detail and ability to multitask
- Advanced Word, PowerPoint & Excel

Additional Characteristics:

- Be a self-starter who thrives in a fast-paced environment
- Have a naturally inquisitive mindset and intellectually curious
- Adaptable and able to think on your feet
- Collaborative in style
- A desire to develop and better yourself
- Be motivated and energised
- Be reliable and dependable





Remuneration:

The salary and benefits package offered will be competitive and structured in an appropriate way reflecting the appointed candidate's experience.

The Recruitment Process

The recruitment for this position is being managed by Kirsty Sim, Head of Research, Livingston James. Interested candidates should provide a tailored CV and covering letter, outlining your suitability and motivation for applying to kirstysim@livingstonjames.com.

Please see below what you should expect from the interview process:

Stage 1 – Meet & Greet

An informal meeting with selected Livingston James Group Directors

Stage 2 – Engaged Assessment

1. Creation of Values Statement
2. Purpose Interview & Value Statement review
3. Biographical Interview and Competency Assessment

Stage 3 – Business Acumen Assessment

Business Plan Presentation with selected Livingston James Group Directors