

CLERICAL, PROFESSIONAL & MANAGERIAL TALENT TRENDS

An insight into the UK and Ireland
higher education recruitment



Great jobs for bright people

Managers, professionals and administrators at higher education institutions play a key role in shaping and delivering their vision while keeping everything running smoothly, efficiently and cost-effectively. From HR, Marketing and IT to Finance and Property they provide vital support and are the heartbeat of many universities.

However, competition from the private sector and other institutions and organisations locally, regionally and internationally is increasingly fierce. It's becoming more challenging for higher education institutions to attract the best professional, managerial and clerical talent. With more recruitment channels and places to look for jobs, the market is also increasingly complex.

So, at jobs.ac.uk we've carried out an in-depth study to provide you with a greater insight into the latest recruitment trends and all kinds of information to help you recruit the best talent for your non-academic roles. Our report takes a closer look at the 16,053 professional, managerial and clerical adverts placed by UK and Irish higher education institutions on our job board during 2015.

Our extensive report covers a wide range of information to help higher education institutions, jobseekers and careers advisors alike. The information in this report will enable recruitment teams in particular to plan for the future. They can benchmark salaries. They can assess when it's best to advertise and how long for. They can look at whether certain jobs are generally offered full time or part time or temporary or permanent. They can also see breakdowns of jobs advertised on jobs.ac.uk by location and month.

Launched in 1998 by the University of Warwick, jobs.ac.uk is the leading global jobs board for careers in academic, research, science and related professions. Used by over 1,000 universities in more than 60 countries jobs.ac.uk attracts over 1.5 million unique users per month.

Our team has vast experience of connecting jobseekers with higher education opportunities and providing institutions with invaluable insight into the global recruitment market. We hope you find this report useful and the information helps you gain a greater insight into the latest recruitment trends.

ABOUT OUR REPORT

- Our report is split into two sections:
 - Clerical
 - Professional & Managerial
- Our data is purely based on the 16,053 professional, managerial and clerical opportunities posted by higher education institutions in the UK and Ireland on jobs.ac.uk from January 1st 2015 to December 31st 2015.
- Our top-level statistics state the actual number of job adverts.
- When we focus on the segmented job categories, we refer to job opportunities rather than adverts, as some adverts spanned several categories or featured different job roles. Therefore a specific advert may feature in different areas of this report and the number of job opportunities is higher than the number of adverts.
- We tended to round numbers to the nearest whole number except where numbers were less than 0.5.
- Where data has been segmented into different job roles we didn't include categories with less than 5 opportunities as there wasn't enough data to inform trends.
- When we refer to 'Average Apply Clicks', we refer only to clicks made directly to the 'Apply' button.

jobs.ac.uk advertised over 16,000 professional, managerial and clerical opportunities in 2015 for higher education institutions in the UK and Ireland.

EXECUTIVE SUMMARY



jobs.ac.uk advertises a diverse range of professional, managerial and clerical opportunities across the UK, Ireland and beyond.

This report offers a real insight into the different role categories and provides all kinds of useful information from average salaries, peak recruitment times and locations advertised to the percentage of roles offered on a temporary, permanent, full time and part-time basis.

We'd like to thank AGCAS (Association of Graduate Careers Advisory Services) for their support in compiling this report.

TRENDS

- Jobs adverts for professional, managerial and clerical roles aren't live for as long as academic roles, largely due to the high application rate and the quality of talent jobs.ac.uk attracts.
- Compared to academic opportunities, professional and managerial opportunities are more likely to be permanent (66%) and full time (91%).
- Clerical roles offer more flexibility with 22% offered on a part-time basis.
- The summer months are the most popular time to advertise clerical roles.

KEY FINDINGS

- **16,053** professional, managerial and clerical adverts were posted on jobs.ac.uk by higher education institutions in the UK and Ireland between January 1st 2015 to December 31st 2015.
- Professional, managerial and clerical opportunities account for **35%** of all opportunities advertised on jobs.ac.uk.
- After academic opportunities, professionals and managers are the second most advertised opportunities on jobs.ac.uk.
- 39% of clerical roles were advertised in London and South East England.
- **80%** of professional and managerial roles offered salaries between £25,000 - £49,999.
- **92%** of clerical roles offered a salary between £15,000 - £29,999.
- The apply rate for professional and managerial roles is higher than for academic roles.

PROFESSIONAL & MANAGERIAL

Overview of all UK and Ireland roles placed on [jobs.ac.uk](https://www.jobs.ac.uk) in 2015.

NO. OF JOBS

12,145

AVG. PAGE VIEWS

712

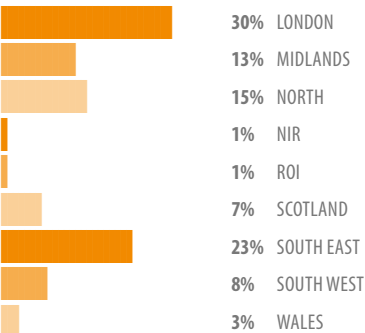
AVG. APPLY CLICKS

28

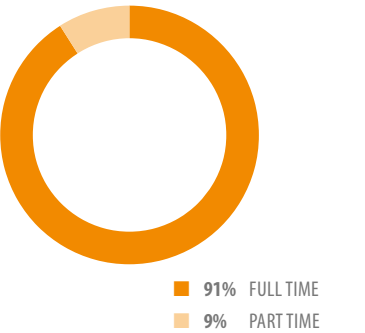
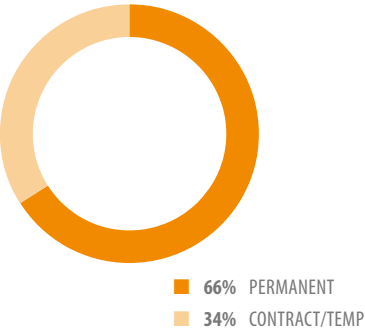
AVG. ADVERT LENGTH (DAYS)

20

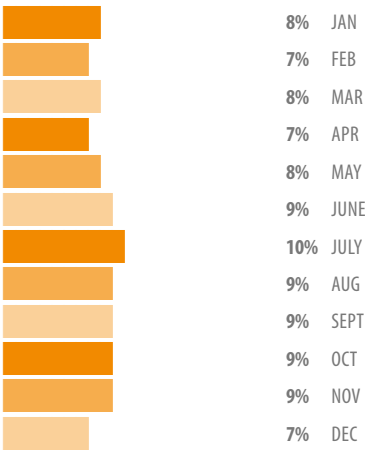
REGION



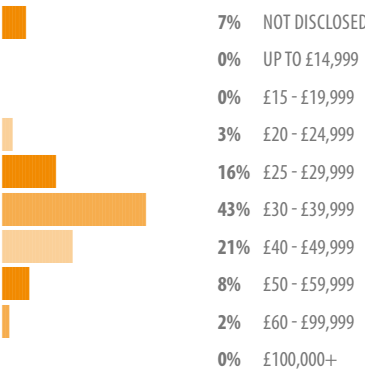
TYPE/HOURS



MONTH



SALARY

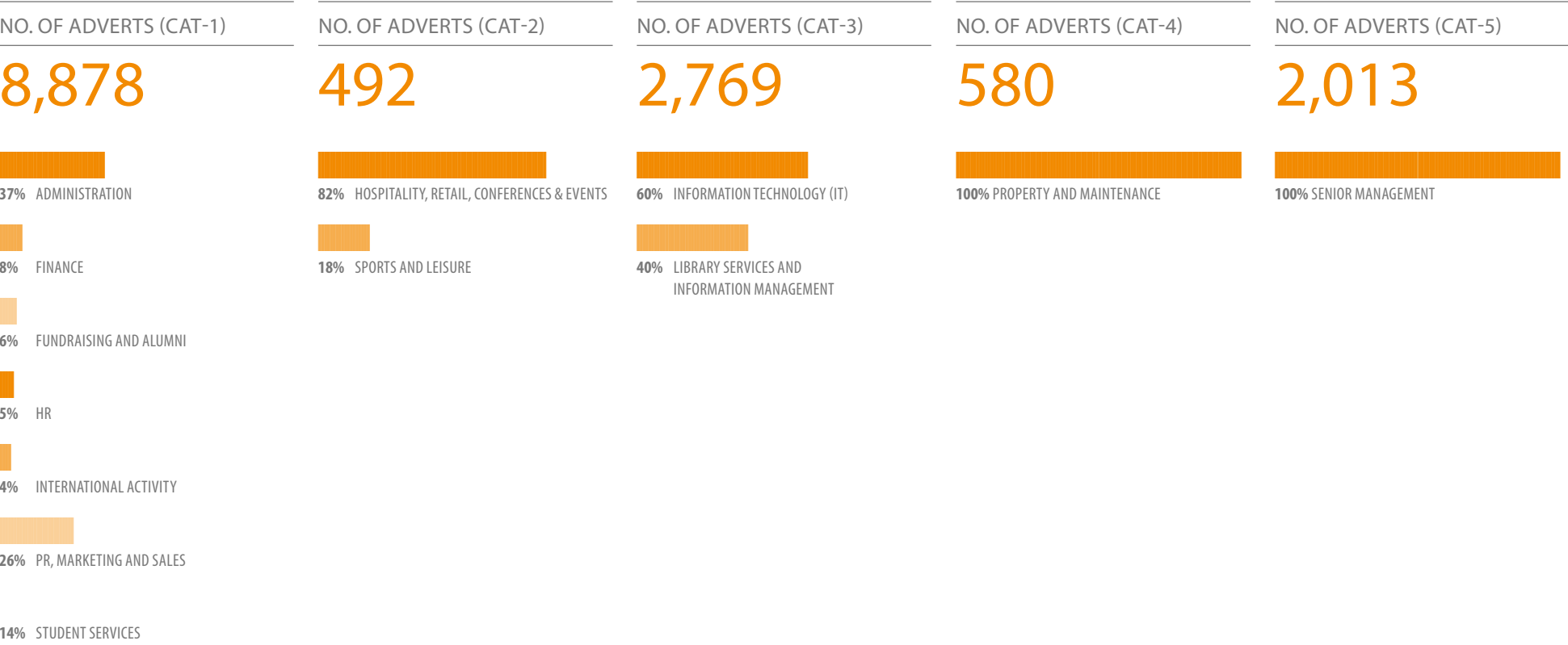


KEY FINDINGS

- **22%** of all opportunities on jobs.ac.uk are for professional and managerial roles.
- They are the second most advertised type of role on jobs.ac.uk after academic, research and teaching opportunities.
- With an average of **28 clicks** per advert, the apply rate is higher for these roles than for academic roles.
- Professional and managerial roles aren't live for as long as academic opportunities, largely due to the high application rate and the quality talent that jobs.ac.uk attracts.
- Professional and managerial roles are more likely to be permanent (66%) and full time (91%) compared to academic roles.
- **80%** of professional and managerial roles offer a salary between £25,000 - £49,999.

P&M DISCIPLINE OVERVIEW

We’ve placed each role into separate job categories by function. Some roles may feature in more than one category. For example, if a particular job spanned IT and Administration, the role would feature in Categories 1 & 3.



PROFESSIONAL & MANAGERIAL

CATEGORY 1 - ADMINISTRATION, FINANCE, FUNDRAISING AND ALUMNI, HR, INTERNATIONAL ACTIVITY, PR, MARKETING AND SALES, STUDENT SERVICES

NO. OF JOBS

8,878

AVG. PAGE VIEWS

723

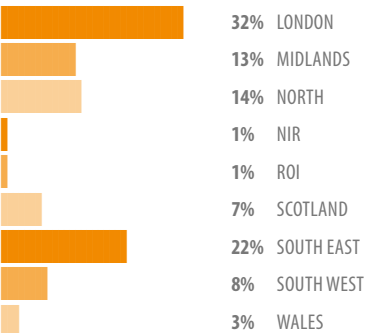
AVG. APPLY CLICKS

31

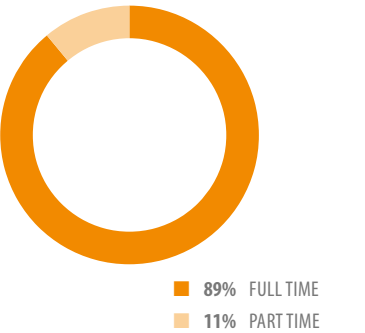
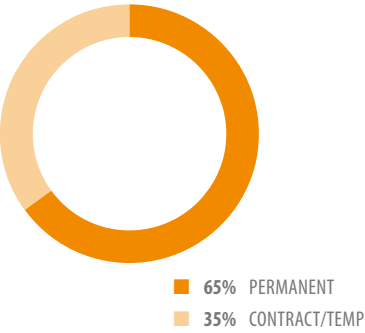
AVG. ADVERT LENGTH (DAYS)

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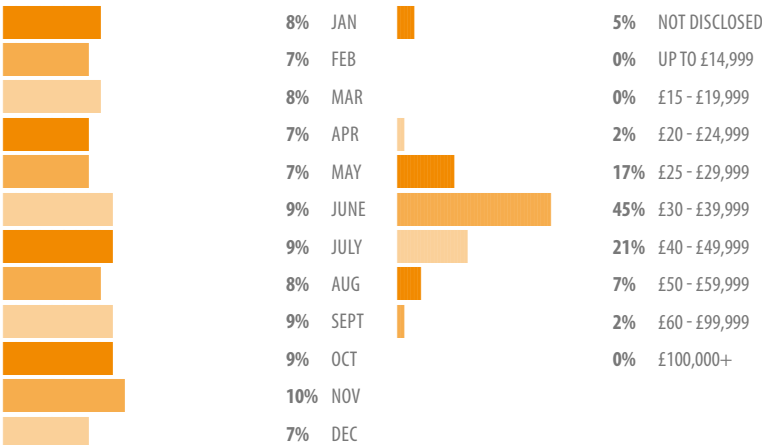
REGION



TYPE/HOURS



MONTH



KEY FINDINGS

- 8,878 opportunities were advertised in this category.
- The average opportunity was posted for 19 days attracting 723 views and 31 apply clicks.
- 54% of the opportunities advertised were located in London and South East of England.
- 65% of the roles were permanent and 89% were full time.
- The salary for 45% of these roles was between £30,000-£39,999.

PROFESSIONAL & MANAGERIAL

CATEGORY 2 - HOSPITALITY, RETAIL, CONFERENCES AND EVENTS, SPORT AND LEISURE

NO. OF JOBS

492

AVG. PAGE VIEWS

721

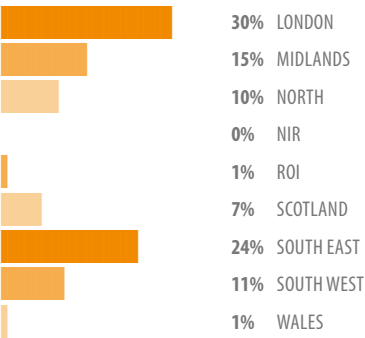
AVG. APPLY CLICKS

31

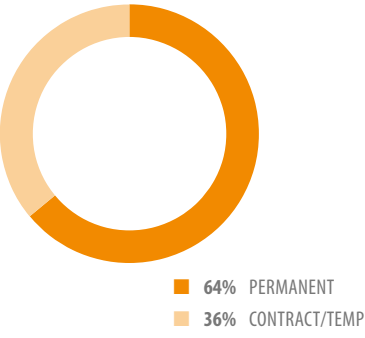
AVG. ADVERT LENGTH (DAYS)

18

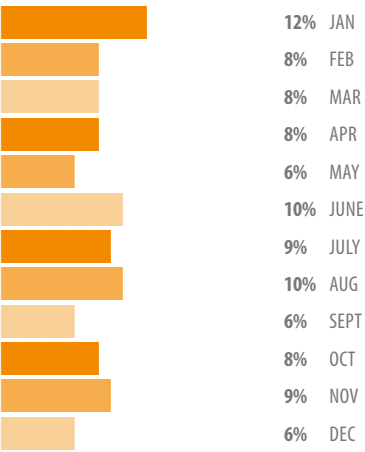
REGION



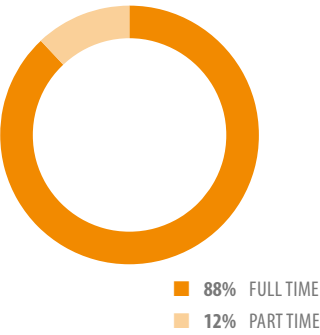
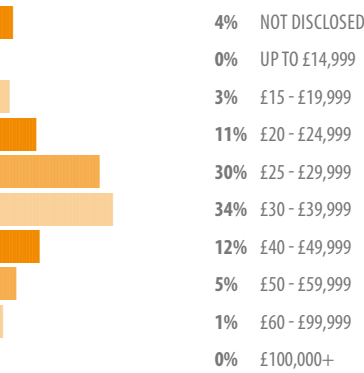
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 492 opportunities were advertised in this category.
- The average opportunity was posted for 18 days attracting 721 views and 31 apply clicks.
- 54% of the opportunities were located in London and South East of England.
- 64% of the roles were permanent and 88% were full time.
- The salary for 64% of these roles was between £25,000-£39,999.

PROFESSIONAL & MANAGERIAL

CATEGORY 3 - IT, LIBRARY SERVICES AND INFORMATION MANAGEMENT

NO. OF JOBS

2,769

AVG. PAGE VIEWS

677

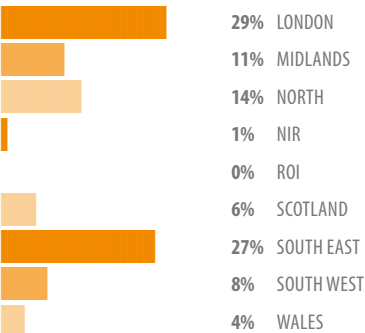
AVG. APPLY CLICKS

24

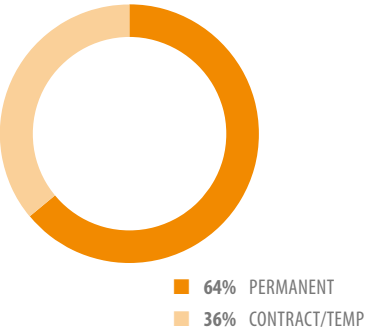
AVG. ADVERT LENGTH (DAYS)

20

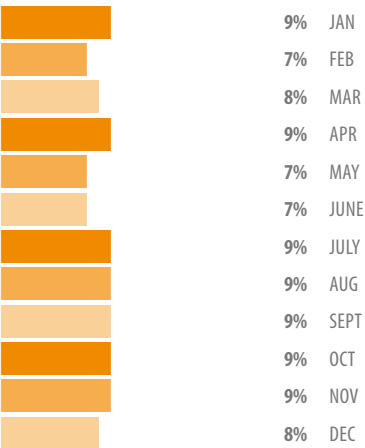
REGION



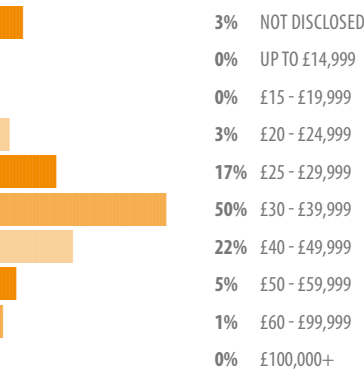
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 2,769 opportunities were advertised in this category.
- The average opportunity was posted for 20 days attracting 677 views and 24 apply clicks.
- 56% of the opportunities advertised were located in London and South East of England.
- 64% of the roles were permanent and 92% were full time.
- The salary for 50% of these roles was between £30,000-£39,999.

PROFESSIONAL & MANAGERIAL

CATEGORY 4 - PROPERTY AND MAINTENANCE

NO. OF JOBS

580

AVG. PAGE VIEWS

514

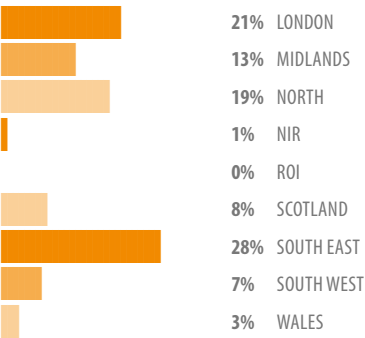
AVG. APPLY CLICKS

16

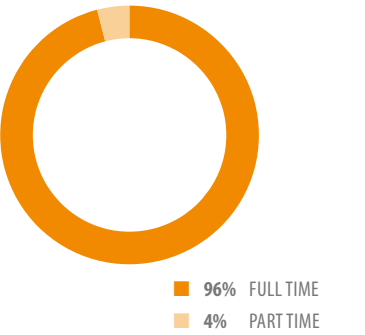
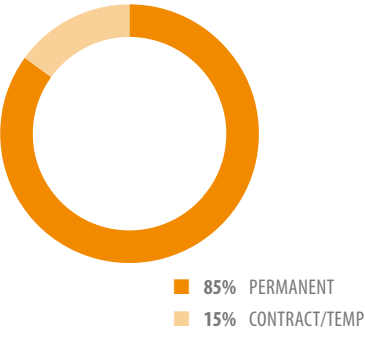
AVG. ADVERT LENGTH (DAYS)

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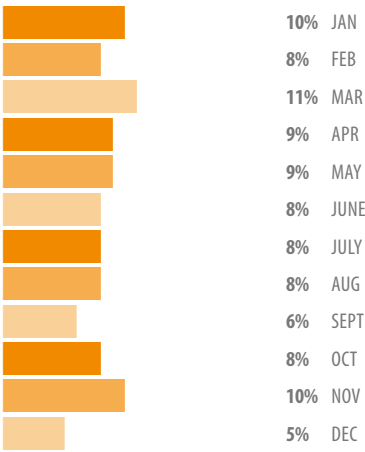
REGION



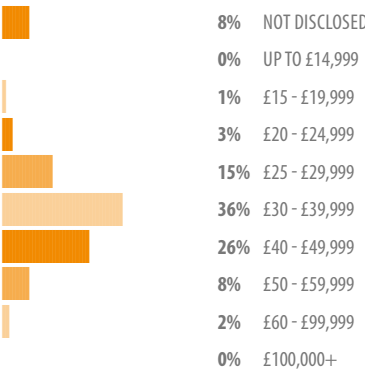
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 580 opportunities were advertised in this category.
- The average opportunity was posted for 20 days attracting 514 views and 16 apply clicks.
- 49% of the opportunities advertised were located in London and South East of England. 19% were located in Northern England.
- 85% of the roles were permanent and 96% were full time.
- The salary for 62% of these roles was between £30,000-£49,999 with 8% not disclosing a salary.

PROFESSIONAL & MANAGERIAL

CATEGORY 5 - SENIOR MANAGEMENT

NO. OF JOBS

2,013

AVG. PAGE VIEWS

892

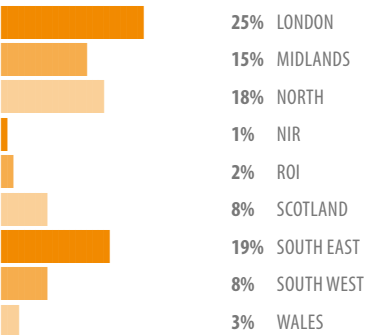
AVG. APPLY CLICKS

29

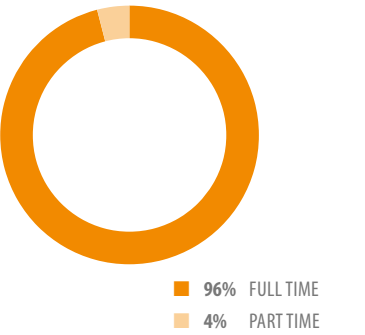
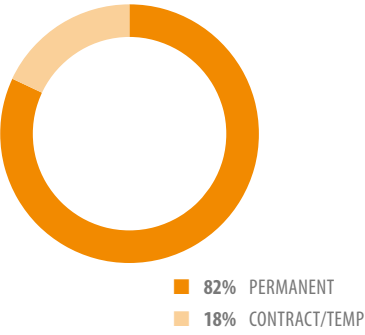
AVG. ADVERT LENGTH (DAYS)

24

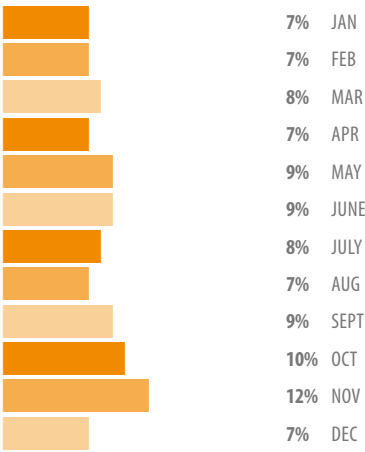
REGION



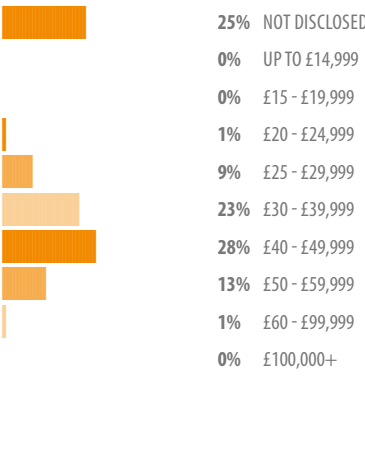
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 2,013 opportunities were advertised in this category.
- The average opportunity was posted for 24 days attracting 892 views and 29 apply clicks.
- 25% of the opportunities advertised were located in London, 19% in the South East of England, 18% in Northern England and 15% in the Midlands.
- 82% of the roles were permanent and 96% were full time.
- The salary for 51% of these roles was between £40,000-£59,999.

CLERICAL

Overview of all UK and Ireland roles placed on jobs.ac.uk in 2015.

NO. OF JOBS

7,175

AVG. PAGE VIEWS

603

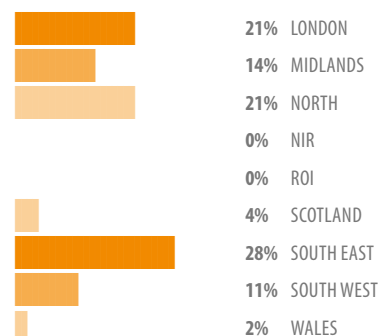
AVG. APPLY CLICKS

34

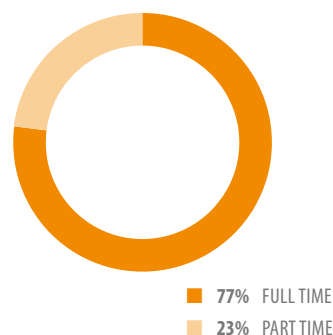
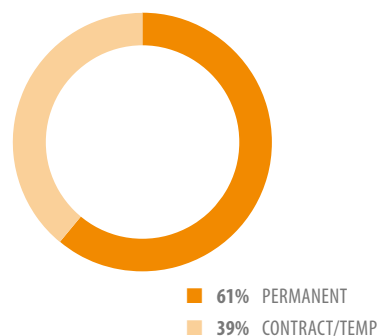
AVG. ADVERT LENGTH (DAYS)

16

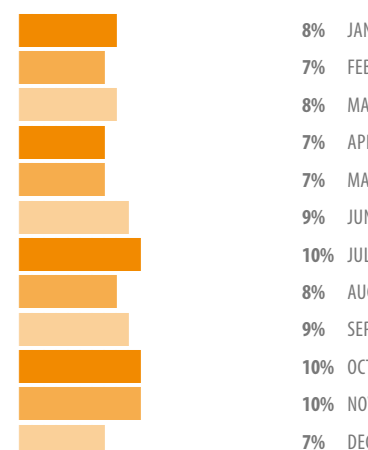
REGION



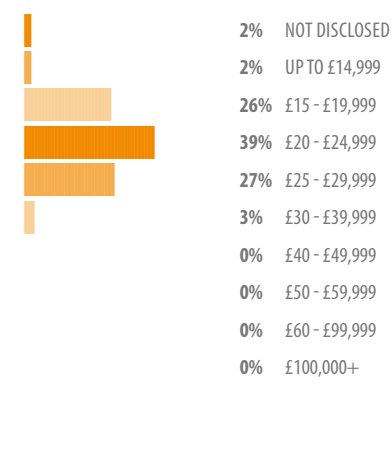
TYPE/HOURS



MONTH



SALARY

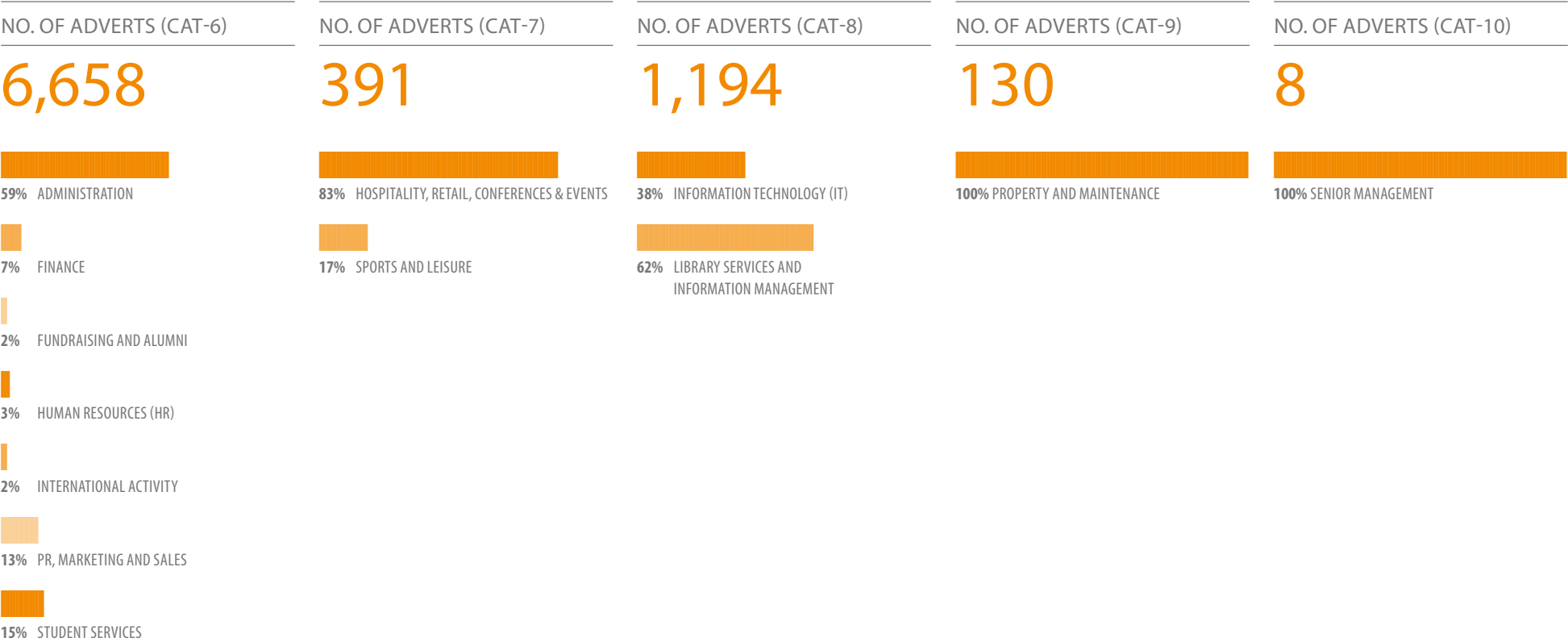


KEY FINDINGS

- With 7,175 job adverts, clerical roles make up **13%** of all jobs advertised on jobs.ac.uk.
- As the apply rate is very high, on average, opportunities aren't advertised for very long (16 days).
- Compared to professional and managerial roles that are predominately London based, clerical roles are quite evenly spread out across the UK.
- Clerical roles offer a variety of full time, part time, temporary and permanent opportunities.
- Clerical opportunities are advertised fairly evenly throughout the year.
- **39%** of clerical roles offered a salary between £20,000-£24,499.

CLERICAL DISCIPLINE OVERVIEW

We've placed each role into separate job categories by function. Some roles may feature in more than one category. For example, if a particular job spanned IT and Administration, the role would feature in Categories 1 & 3.



CLERICAL

CATEGORY 6 - ADMINISTRATION, FINANCE, FUNDRAISING AND ALUMNI, HR, INTERNATIONAL ACTIVITY, PR, MARKETING AND SALES, STUDENT SERVICES

NO. OF JOBS

6,657

AVG. PAGE VIEWS

595

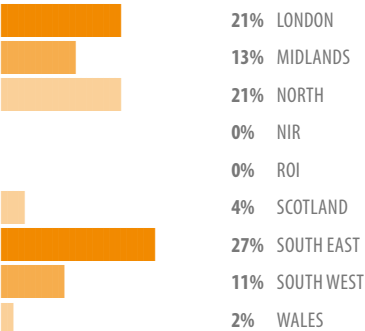
AVG. APPLY CLICKS

33

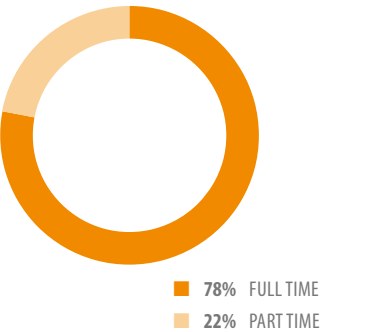
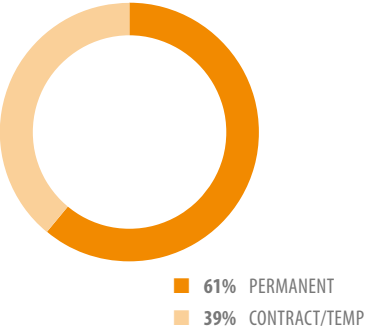
AVG. ADVERT LENGTH (DAYS)

16

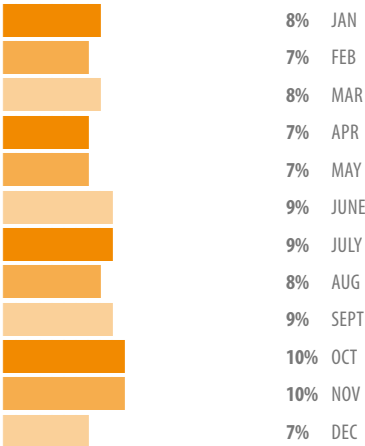
REGION



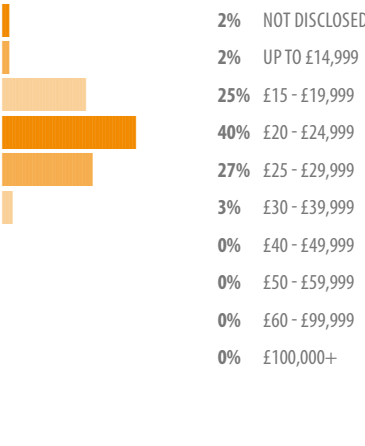
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 6,657 opportunities were advertised in this category.
- The average opportunity was posted for 16 days attracting 595 views and 33 apply clicks.
- 27% of the opportunities advertised were located in the South East of England, 21% in London and 21% in Northern England.
- 61% of the roles were permanent and 78% were full time.
- The salary for 40% of these roles was between £20,000-£24,999.

CLERICAL

CATEGORY 7 - HOSPITALITY, RETAIL, CONFERENCES AND EVENTS, SPORT AND LEISURE

NO. OF JOBS

391

AVG. PAGE VIEWS

634

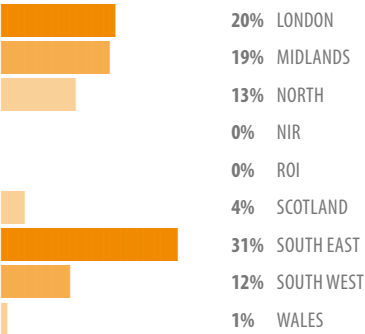
AVG. APPLY CLICKS

34

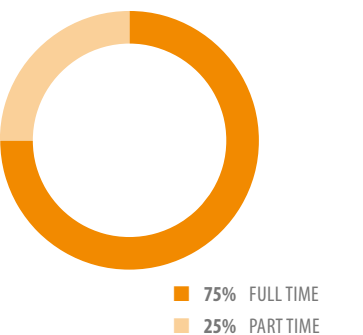
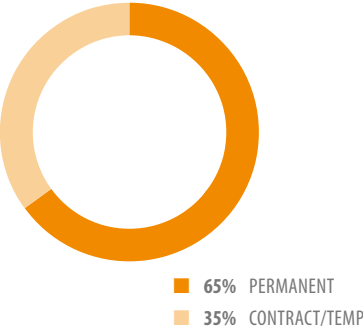
AVG. ADVERT LENGTH (DAYS)

16

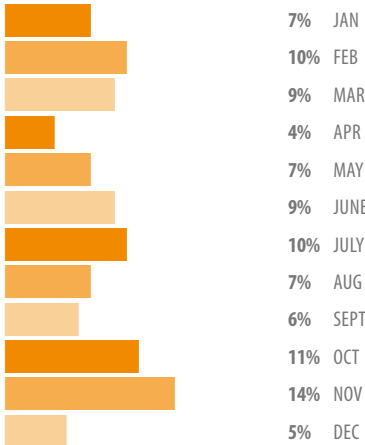
REGION



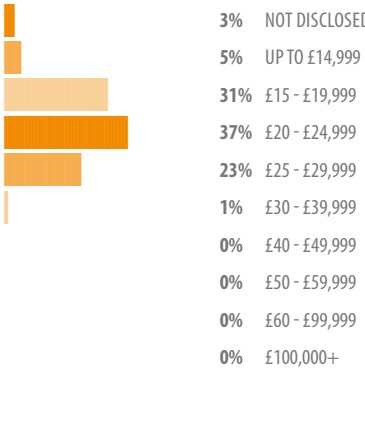
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 391 opportunities were advertised in this category.
- The average opportunity was posted for 16 days attracting 634 views and 34 apply clicks.
- 31% of the opportunities advertised were located in the South East of England, 20% in London and 19% in the Midlands.
- 65% of the roles were permanent and 75% were full time.
- 25% of the roles were advertised during October and November.
- The salary for 68% of these roles was between £15,000-£24,999.

CLERICAL

CATEGORY 8 - IT, LIBRARY SERVICES AND INFORMATION MANAGEMENT

NO. OF JOBS

1,194

AVG. PAGE VIEWS

759

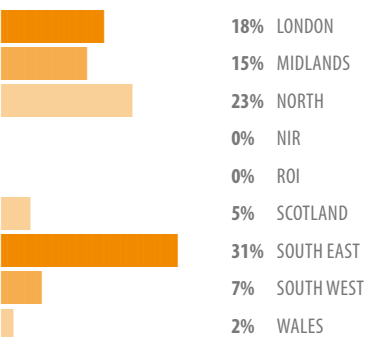
AVG. APPLY CLICKS

39

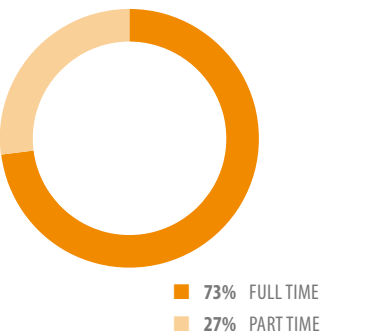
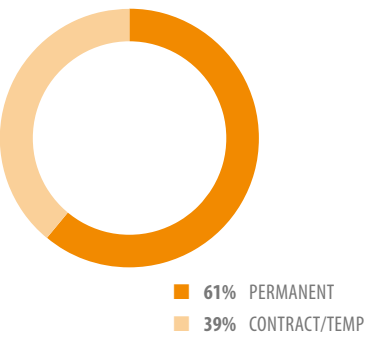
AVG. ADVERT LENGTH (DAYS)

17

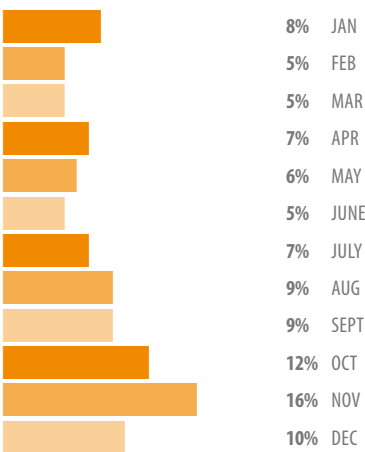
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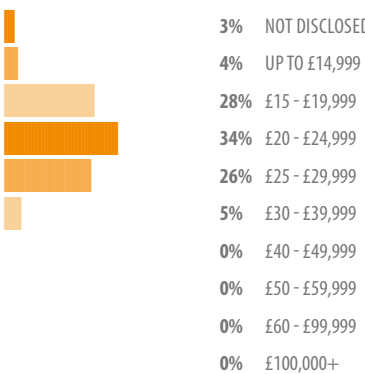
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 1,194 opportunities were advertised in this category.
- The average opportunity was posted for 17 days attracting 759 views and 39 apply clicks.
- 31% of the opportunities advertised were located in the South East of England, 23% Northern England and 18% in London.
- 61% of the roles were permanent and 73% were full time.
- 38% of the roles were advertised between October and December.
- The salary for 34% of these roles was between £20,000-£24,999.

CLERICAL

CATEGORY 9 - PROPERTY AND MAINTENANCE

NO. OF JOBS

130

AVG. PAGE VIEWS

476

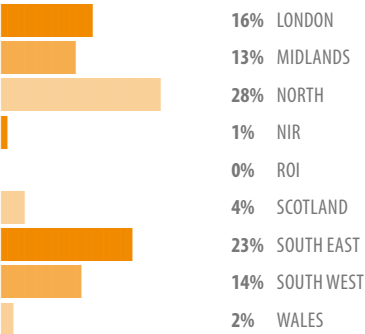
AVG. APPLY CLICKS

24

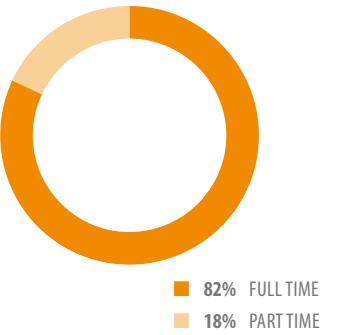
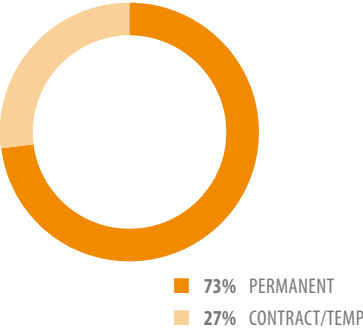
AVG. ADVERT LENGTH (DAYS)

15

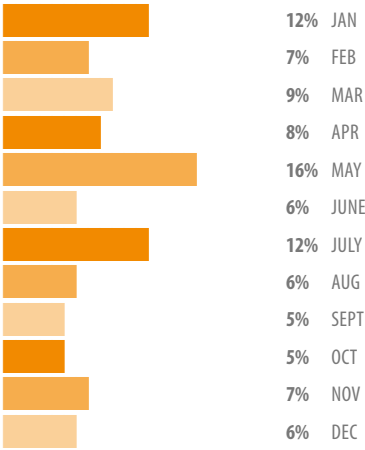
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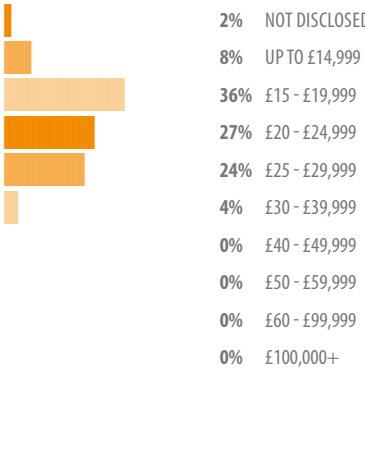
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 130 opportunities were advertised in this category.
- The average opportunity was posted for 15 days attracting 476 views and 24 apply clicks.
- 28% of the opportunities advertised were located in Northern England with 23% located in South East England.
- 73% of the roles were permanent and 82% were full time.
- 34% of the roles were advertised between May and July.
- The salary for 36% of these roles was between £15,000-£19,999.

CLERICAL

CATEGORY 10 - SENIOR MANAGEMENT

NO. OF JOBS

8

AVG. PAGE VIEWS

708

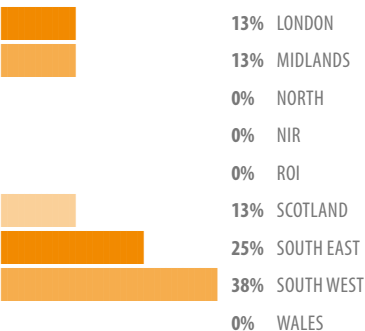
AVG. APPLY CLICKS

20

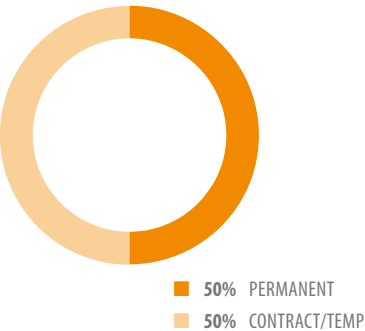
AVG. ADVERT LENGTH (DAYS)

20

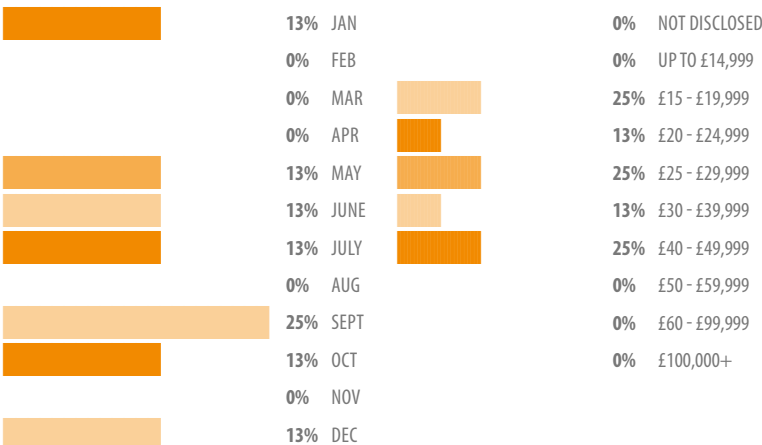
REGION



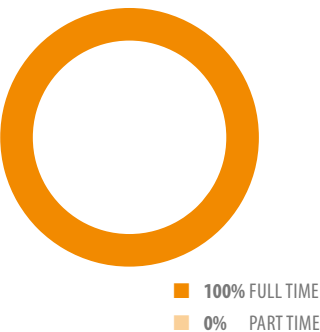
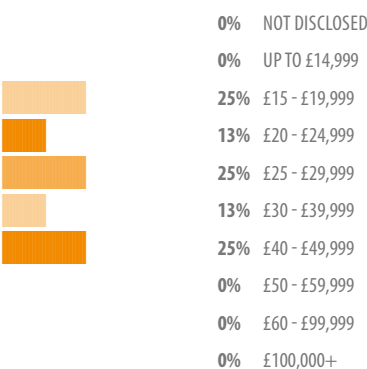
TYPE/HOURS



MONTH



SALARY



KEY FINDINGS

- 8 opportunities were advertised in this category.
- The average opportunity was posted for 20 days attracting 708 views and 20 apply clicks.
- 38% of the opportunities advertised were located in South West England with 25% located in South East England.
- 50% of the roles were permanent, 50% were contract/temporary and 100% were full time.
- 38% of the roles were advertised in September and October.

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