Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>VRF 14029</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Employer Engagement Manager (Careers and Employability)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Careers and Employability Manager (Employer Engagement)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>G7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Nottingham</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 noon on 07 December 2017</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long application form.</td>
</tr>
<tr>
<td></td>
<td>In addition to a completed application form you must provide a covering letter outlining how you meet the criteria in the person specification. This is an important element of the application process. Please ensure that you provide relevant examples as evidence to support your statements. CVs will not be accepted without an application form.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Donna Dooley, Staffing and Management Support Assistant</td>
</tr>
</tbody>
</table>
2. Summary of duties

Main Purpose of the Post:

- To promote OU students and alumni to employers and employer organisations across the UK and globally in order to enhance the reputation of the OU as a supplier of talent and skills
- Work as part of the Employer Engagement team in Careers and Employability Services on the management and strategic development of engagement with employers, providing oversight to the work of Employer Engagement Assistants as appropriate.
- Identify and promote employment and volunteering opportunities for OU students and alumni.
- Work with internal partners and stakeholders who also work with employers, to ensure an integrated approach across the institution.

Main Responsibilities

To promote OU students and alumni with employers and employer organisations across the UK and globally in order to enhance the reputation of the OU as a supplier of talent and skills and:

- to contribute to continuous improvement for employer engagement, eg to explore internship opportunities, and to identify the employment needs of students
- to follow relevant quality assurance standards and achieve related KPIs and targets eg to increase the number of vacancies advertised by the CES for students and Alumni.
- to collect appropriate data intelligence and to assess the impact of this area of work on the student experience and on the employability of OU students and graduates.
- to undertake appropriate research to inform the work of this area.
- to work collaboratively with other colleagues within the team and across CES to support the achievement of shared objectives.

To work as part of the Employer Engagement team in the management and strategic development of employer engagement:

- to contribute to the development and delivery of an enhanced Employer Engagement Strategy for the Careers and Employability Service (CES).
- to lead, line manage and develop Employer Engagement Coordinators.
- ensure that the focus of this team compliments the work of other colleagues.
- ensuring that all staff are recruited, trained, managed and developed.

To use a creative and innovative approach in developing the level of contact with employers, recruiters and other employer organisations to:

- increase the range and volume of employment and volunteering opportunities for OU students and Alumni.
- initiate and manage a range of activities such as face to face and online events, and publicise these to students and employers.
- increase Students’ and staff knowledge and understanding of the labour market.
- develop and manage relationships with employers and external organisations with the intention of addressing the employment needs of OU students.
- represent, where appropriate, the University in employer focussed networks & events across the UK & Ireland
- support the delivery of training to external organisations to facilitate the recruitment of a diverse workforce and to collaborate with external partners in doing this.

To be proactive in developing the profile of CES, and to work to ensure an integrated approach with internal partners and stakeholders who also work with employers,
• to increase student engagement with opportunities and information about careers with employers and employer organisations.
• to support the training and updating of staff in other parts of the university in relation to the work of the CES in the development of Employer Engagement.
• to work with staff in other areas of the university, including the Business Development Unit and faculties, to maximise engagement with employers eg the developing apprenticeship agenda.

To work with other managers across the CES to ensure that employer engagement is integrated and aligned with other areas of the service.

To undertake any other appropriate work requested by the Senior Careers and Employability Manager (Employer Engagement).

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

A first degree or a relevant professional qualification (recruitment/HR/marketing) or equivalent experience.

Knowledge, work and other relevant experience

**Essential:**

- Relevant experience in recruitment, especially at graduate and/or experienced hire level
- Knowledge and understanding of priorities in the higher education sector, and the place of part-time distance learning within it
- Knowledge and awareness of external organisations principally employers in terms of skills, employability and recruitment needs and strategies
- Evidence of a customer-focused approach to work and knowledge of the principles of customer relationship management.
- An understanding and a commitment to equal opportunities and diversity

**Desirable:**

- An understanding of distance learners and part-time student populations in the context of their employment needs
- Experience of working in higher education, especially experience within a university careers service with a focus on employer engagement.
- Experience of initiating, building and maintaining relationships with employers at a range of levels.
- Knowledge of the field of careers and employability
- Understanding of the OU and the needs and aspirations of our students particularly in respect of their career and employment goals.
- Experience of managing staff.
Personal abilities and qualities

<table>
<thead>
<tr>
<th>Essential:</th>
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<tbody>
<tr>
<td>An enterprising approach to developing partnerships and working innovatively with external organisations.</td>
<td>Use of social media in developing professional networks</td>
</tr>
<tr>
<td>Strong interpersonal and communications skills including oral, written and presentation, negotiating and influencing, in both formal and informal situations with people across a range of areas and levels,</td>
<td>An engaging line manager with a capacity to build and develop an effective team</td>
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<tr>
<td>Ability to work collaboratively with other individuals or teams – engaging in person and virtually</td>
<td>Effective marketing skills</td>
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<tr>
<td>Ability to work independently and to use initiative.</td>
<td>Proven commitment to continuous professional development.</td>
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<tr>
<td>Planning and organisational skills, with the ability to work to tight deadlines.</td>
<td>Excellent IT skills including familiarity and confidence in use of web based resources as well as MS Office tools.</td>
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Desirable:

4. Role specific requirements e.g. Shift working

The ability to travel within the UK regularly. The post-holder will be based in Nottingham and will work with Careers and Employability Services, across the UK. The post-holder will also work with a range of staff across the institution, including:

- Business Development Unit
- Careers and Employability Service Staff based in locations across the OU.
- Faculties
- Colleagues within nation locations in Edinburgh, Cardiff and Belfast

5. About the unit/department

ACADEMIC SERVICES

The most crucial interactions and relationships with registered students are managed through Academic Services, working in collaboration with colleagues in the University, and in particular those in central academic units. More than 900 staff are employed by the unit at or through:

- Five central sub-units based at Walton Hall, Milton Keynes
- Three National Centres based in Scotland, Wales, Ireland
- A number of locations in England

Academic Services is led by the Director of Academic Services who reports to the University Secretary. The
Academic Services unit is divided into five functional areas as follows:

- Access, Careers and Teaching Support
- Assessment, Credit and Qualifications
- Student Support
- Student Recruitment and Fees
- Office of Director, Academic Services

**ACCESS, CAREERS AND TEACHING SUPPORT (ACTS)**

Access, Careers and Teaching Support sub-unit is led by David Knight, Director and comprises the following teams:

- AL Services
- AL Support and Professional Development
- Careers and Employability Services
- Widening Access and Success Services

**CAREERS AND EMPLOYABILITY SERVICES**

Enhanced Employability and Career Progression is one of the Strategic objectives of the Open University. Therefore, there will be increased investment in and development of Careers and Employability Services during the coming year, and the team is expanding.

This role is being introduced as part of that expansion as the number of Careers and Employability Services staff directly supporting students and faculties is growing. Applicants should be aware that the role may evolve further as the expansion progresses.

OU Careers and Employability Services consists of:

- Four teams, each led by a Senior Careers and Employability Consultant and incorporating:
  - Careers and Employability Consultants (Learning and Teaching) based at Milton Keynes, working with faculties and other departments to embed the development of employability and personal development planning skills within the curriculum and delivering subject specific careers information, advice and guidance to students via online media including forums and webinars.
  - Careers and Employability Consultants in each OU centre who provide a networked and distributed service across locations and also work with the Student Support Teams and nation teams. All posts will be responsible for responding to student queries across all subjects as well as developing specialisms linked to their centre.
  - Employability Advisers based in Milton Keynes and Nottingham providing careers information and advice to students and assisting the above staff.

- A Quality and Development team based in Milton Keynes and Nottingham, leading the implementation of quality standards and procedures, planning the overall development and marketing of Careers and Employability Services, developing web and other online resources to support Careers and Employability Services, and providing research and MI support.

- An Employer Engagement team based in Nottingham, involved in working with Employers to identify and provide opportunities for OU students, and to promote the particular skills that OU students bring to employers.

- The Careers and Employability Services Management Team based in Nottingham, Manchester and Milton Keynes which leads the strategic development of the service in the OU, establishes and monitors standards for the delivery of CEIAG, ensures the service is promoted appropriately and works in partnership with others in the University to further develop the service.
Careers services are delivered by telephone, email, Skype, and via web resources. The careers website is at www.open.ac.uk/careers

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Emma Laws on +44 (0)115 971 5651 or email: emma.laws@open.ac.uk

If you have any questions regarding the application process please contact Donna Dooley on +44 (0)115 971 5621 or email: nottingham-staffing@open.ac.uk

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12 noon on 7 December 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Donna Dooley - Staffing and Management Support Assistant</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Academic Services</td>
</tr>
<tr>
<td>Address:</td>
<td>Clarendon Park</td>
</tr>
<tr>
<td></td>
<td>Clumber Avenue</td>
</tr>
<tr>
<td></td>
<td>Sherwood Rise</td>
</tr>
<tr>
<td></td>
<td>Nottingham</td>
</tr>
<tr>
<td>Post Code:</td>
<td>NG5 1AH</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:nottingham-staffing@open.ac.uk">nottingham-staffing@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Emma Laws, Senior Careers and Employability Manager, Employer Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Ros Johnston - Senior Careers and Employability Consultant</td>
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<tr>
<td></td>
<td>Matthew Woolley - Employer Engagement Manager</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Tuesday 19th December in Nottingham</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>An activity either before or during a panel interview. Details will be provided in the letter inviting shortlisted candidates to interview.</td>
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</tbody>
</table>
We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.