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>15200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Careers and Employability Consultant (DVS)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Service Delivery</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 - £48,677 pro rata</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract until 31st July 2020</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Part-Time 0.5 FTE (18.5 hours per week)</td>
</tr>
<tr>
<td>Location:</td>
<td>Nottingham, Manchester or Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday on Friday 26 October 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long application form. 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. <strong>CVs will not be accepted in place of a fully completed application form.</strong></td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:SS-STS-Recruitment@open.ac.uk">SS-STS-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

Main Purpose of the Post:

- To oversee the development and delivery of effective Careers and Employability Services to students on the Disabled Veterans Scheme (DVS).
- To develop appropriate effective working relationships with senior colleagues across the university involved in the Disabled Veterans Scheme (DVS) in Careers and Employability Services, Faculties, Student Recruitment and Support Centres (SRSCs), Widening Access and Success, Development Office and other departments to support the delivery of specialist careers education, information, advice and guidance (CEIAG) for DVS students, drawing upon professional training as a careers specialist.
- To proactively support the Head of Service in the strategic development and management of Careers and Employability Services, including developing appropriate links with the Enhanced Employability and Career Progression Strategic Objective portfolio team and working with them to deliver their aims and achieve established targets.
- To work with other senior managers, to provide leadership across CES to ensure a positive team culture and an integrated approach to delivery of appropriate CEIAG for students, with particular focus on the effectiveness of support for DVS students.

Main Responsibilities

1. To act as deputy to the Head of Careers and Employability Services in the management and strategic development of CEIAG to students, alumni and faculties and in particular to contribute to the successful delivery of the OU Disabled Veterans Scheme.
2. To plan and manage the delivery of Information, Advice and Guidance (IAG) to DVS students by:
   - Recruiting staff to work on the project.
   - Leading, managing and developing a small team whose role is to deliver Careers and Employability Services to DVS students.
   - Planning, monitoring and evaluating the delivery of Careers Education and Employability and IAG services to DVS students. This will include negotiating annual plans and targets within CES and the DVS project team, exercising judgement in dealing with any issues such as resourcing for this and complaints, as well as initiating performance improvements.
   - Helping to develop new systems and processes to support DVS students.
3. To proactively drive forward areas of strategic importance in delivery of services to DVS students, and to lead appropriate working groups and projects within CES and across the University to reflect specialist areas of the service.
4. To work with other senior staff (5) across Careers and Employability Services and the Head of Service Delivery in ensuring quality and a consistent joined up delivery of all services.
5. To lead on the development of links and initiate work with management staff in other areas of the University (predominantly in SRSCs and across Academic Services) to raise the profile of Careers and Employability Services for DVS students and plan and monitor annual plans.
6. To lead on the delivery of training to ensure that staff in other service delivery areas within Academic Services such as SRSCs and in Faculties are trained and updated in the work of Careers and Employability Services in relation to DVS students.
7. To assist in the management of the DVS Careers and Employability Services budget in relation to delivery of CEIAG and implement suitable systems to ensure that this is monitored effectively and to manage any
projects resulting from bids for funding.

8. To contribute to the research, monitoring and evaluation of CEIAG DVS service delivery including quarterly and annual statistical reports, projects and other initiatives in order to initiate service developments, establish standards and demonstrate progression.

9. To initiate, develop and maintain external links with other HEIs in UNSWIS (Universities in Support of Wounded, Injured and Sick Service Personnel) and other providers to develop knowledge of labour market trends and developments in the delivery of careers education, information and guidance and graduate recruitment in particular relation to DVS.

10. To undertake any other appropriate work requested by the Assistant Director (Head of Careers and Employability Services).

3. Person specification

Requirements

Education, qualifications and training

Essential:
- A professional qualification in Careers Guidance.
- A first degree or equivalent.

Knowledge, work and other relevant experience

Essential:
- Knowledge and understanding of priorities in the higher education sector and the place of part-time distance learning within it.
- Experience of leading and managing others.
- A sound understanding of and a commitment to equal opportunities and diversity.
- Familiarity with the use of the web in the delivery of careers education, information, advice and guidance, employability and PDP.
- Experience of using new technology to deliver business processes.
- Experience of working independently, as well as being able to work collaboratively and as an effective member of a team.
- Evidence of an interest in supporting students with disabilities.

Desirable:
- Appropriate experience in HE and specifically in the field of Careers Education or Employability and Personal Development Planning.
- Relevant experience in managing a service delivering careers and employability information, advice and guidance - in particular the delivery of services to students with disabilities.
- Understanding of the diversity of the OU student population and the needs and aspirations of its range of students particularly in respect of their career and employment goals.
- Experience of using data to monitor KPIs.
- An understanding of distance learners, students with disabilities and part-time student populations in the context of their employment needs.
- Awareness of recent developments in the general Higher Education environment.
- Interest in and experience of innovative pedagogy.
• Knowledge of the labour market especially at graduate and/or experienced hire level.

**Personal abilities and qualities**

**Essential:**

• Highly developed interpersonal and communications skills including written, oral and presentation skills, negotiating and influencing skills and demonstrating the ability to liaise effectively with a wide range of stakeholders.

• An engaging individual and inspiring leader with a capacity to think strategically and problem solve and to build and develop an effective team.

• Ability to work collaboratively with other individuals or teams – engaging in person and virtually, working effectively in multi-disciplinary, cross-faculty and cross-unit teams.

• Ability to work independently with resilience and to use initiative using excellent problem solving skills.

• Ability to work flexibly and respond positively to changing priorities.

• Analytical, planning and research skills, using data and management information, and monitoring KPIs, with the ability to assimilate information from multiple sources and stakeholders.

4. **Role specific requirements**

**Essential:**

• The role holder will be based in Nottingham, Manchester or Milton Keynes and will work with Careers and Employability Services, across the UK, as well as a range of staff across the institution.

• The role holder may occasionally be required to work outside normal office hours.

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.

Academic Services employs approximately 900 staff and is led by the Director of Academic Services, who reports to the University Secretary, and is organised as follows:

Five units based at Walton Hall, Milton Keynes, Manchester and Nottingham

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

Along with three National Centres based in Scotland, Wales, Ireland.

**Access, Careers and Teaching Support (ACTS)**

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

- Associate Lecturer Services
- Associate Lecturer 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 which has resulted in increased investment, expansion and ongoing development of Careers and Employability Services.

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 are 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, Nottingham and Manchester, 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 promoting 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.

- An Administration Team based in Nottingham and Milton Keynes who support all Careers and Employability Services staff.

Careers services are delivered by telephone, email, Skype, and via web resources. The careers website is at [www.open.ac.uk/careers](http://www.open.ac.uk/careers)

**Disabled Veterans Scheme**

The Disabled Veterans’ Scheme is hosted by Academic Services and is a Scholarships Fund offering 100 disabled veterans, injured in, or due to, military service, access to free Open University education. This has been made possible through a range of bequests, donations and grant funding. In addition to free study, applicants will be offered further specialist careers and disability support. In the 2018-2019 intake we have been able to offer scholarships to fund 55 disabled veterans, studying a wide range of subject and level (undergraduate and post graduate). A further 50 will be provided and drawn in 2019.
The project involves a range of teams from across the University, working together to establish effective practices that will support the veterans with their disability and support them in completing their chosen qualification and achieving their career ambitions. The post currently advertised will be responsible for overseeing the development and delivery of effective Careers and Employability Services to students on the Disabled Veterans Scheme (DVS).

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

If you would like to discuss the details of this role further or ask any questions to clarify your understanding of it before making an application, please contact Ellen Cocking on 0115 9715596 or email: ellen.cocking@open.ac.uk

If you have any questions regarding the application process please contact: SS-STS-Recruitment@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>Midday on Friday, 26 October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Staffing &amp; Recruitment Support Assistant</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Academic Services</td>
</tr>
<tr>
<td>Address:</td>
<td>First Floor East</td>
</tr>
<tr>
<td></td>
<td>Frank Henshaw Building</td>
</tr>
<tr>
<td></td>
<td>Hammerwood Gate</td>
</tr>
<tr>
<td></td>
<td>Kents Hill</td>
</tr>
<tr>
<td></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6BY</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:SS-STS-Recruitment@open.ac.uk">SS-STS-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

| The interview panel will be chaired by:                    | Ellen Cocking, Head of Service Delivery, Careers and Employability Services. |
| The other members of the interview panel will be:         | Clare Riding, Head of Careers & Employability Services.                      |
|                                                           | One other to be confirmed.                                                   |
| The interviews will take place on:                        | Wednesday, 7 November 2018                                                    |
| The selection process for this post will include | An activity and a panel interview. |

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/time will not be accepted.

If you do not hear from us by **2 November 2018** you should assume that you have not been shortlisted for interview but we do thank you for your interest.