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>15749</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Careers and Employability Consultant (EECP – Tailored Careers Support)</td>
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<tr>
<td>Reports to:</td>
<td>Head of Service Delivery, Careers and Employability Services</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 - £48,677</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>37 hours, Monday to Friday (agile work requests considered)</td>
</tr>
<tr>
<td>Location:</td>
<td>OU in Scotland</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday 27 March 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Standard application form, CV and covering letter outlining how you meet the criteria in the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Gail Oliver or Leanne Daniels</td>
</tr>
</tbody>
</table>
2. Summary of duties

To lead a small team piloting the tailoring of Careers Education, Information, Advice and Guidance (CEIAG) support which will be planned and targeted to students according to their current situation and stage of career thinking. The pilot is part of a project being run out of the Enhanced Employability and Career Progression (EECP) strategic programme, with operational responsibility to Careers and Employability Services (CES), and will use a set of questions about career motivations and needs, asked at registration and at several stages over the course to track students’ employability development and to target employability relevant support and customised interventions.

This specialist senior manager role will work alongside Careers and Employability Services team and will develop appropriate effective working relationships with senior colleagues across the university from within Faculties, Student Recruitment and Support Centres (SRSCs), Widening Access and Success and other departments to plan and support the delivery of specialist careers education, information, advice and guidance (CEIAG) for students, drawing upon professional training as a careers specialist. The pilot will consist of a cohort drawn from the Scotland based student population and as such the post will be located in the OU in Scotland office.

Main Responsibilities

1. To oversee the development and delivery of effective Careers Education, Information, Advice and Guidance (CEIAG) support to students on the EECP, Tailored support and tracking project

2. To plan and manage the delivery of CEIAG to the student pilot cohort 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 students on the pilot.
   ▪ Planning, monitoring and evaluating the delivery of CEIAG services to the pilot students. This will include negotiating annual plans and targets within EECP and 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 for tailored support and contribute to models for sustainability.

3. To provide periodic reports and reviews of progress ensuring effective communication flow between the project team and the EECP programme and with other relevant areas of the University

4. Taking a key role in creative problem solving and analysis of issues relating to the project and horizon scan opportunities to both take learning from and provide learning to other strategic projects.

5. To report to the Head of Service Delivery in Careers and Employability Services and work with other senior staff (7) across Careers and Employability Services to ensure quality and a consistent joined up delivery of all services.

6. To assist in the management of the project budget in relation to delivery of CEIAG and implement suitable systems to ensure that this is monitored effectively

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

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:**
- An understanding project methodology in planning work
- 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.
- 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.
4. Role specific requirements

**Essential:**

- The role holder will be based in Edinburgh at the OU in Scotland and will also work with Careers and Employability Services, across the UK, as well as a range of staff across the institution.
- There is likely to be some occasional travel to other OU locations across the UK
- The role holder may occasionally be required to work outside normal office hours.

5. About the unit/department

**EECP**

Enhanced Employability and Career Progression (EECP) is a University Strategic Priority. EECP is a programme of work that will sustainably deliver and embed the institutional strategy and the cultural change required to “increase the number of students achieving positive personal and career development outcomes. This priority is core to the University’s mission statement to facilitate student success through personal and intellectual development, and by enabling students to build the specific skills, experience and knowledge to progress in their career intention.

**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

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 Sara Ebbett on 0131 549 7985 or email: sara.ebbett@open.ac.uk

If you have any questions regarding the application process please contact Resourcing Hub on resourcing-hub@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 27 March 2019</th>
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</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University,</td>
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<tr>
<td></td>
<td>Resourcing Hub</td>
</tr>
<tr>
<td></td>
<td>Walton Hall</td>
</tr>
<tr>
<td></td>
<td>MK</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:Resourcing-hub@open.ac.uk">Resourcing-hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Sara Ebbett, further panel members to be confirmed</th>
</tr>
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<tbody>
<tr>
<td>The interviews will take place on:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The selection process for this post will include:</td>
<td>Interview and activity</td>
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</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.