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>15848</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Go Wales Employability Advisor</td>
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<tr>
<td>Reports to:</td>
<td>Partnerships Manager</td>
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<tr>
<td>Salary:</td>
<td>£27,025 - £32,236 per annum, according to qualifications and experience</td>
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<tr>
<td>Terms and conditions:</td>
<td>Support Staff</td>
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<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Full time grant funded until 31st January 2022</td>
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<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Based in Cardiff</td>
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<tr>
<td>Closing date:</td>
<td>12 noon, Thursday 28th March 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Standard application form</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Darren Jones</td>
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</table>
2. Summary of duties

This role will support the successful delivery of the GO Wales: Achieve through Work Experience Programme within the Open University in Wales.

The programme is part financed by the European Social Fund (ESF) through the Welsh Government and operates pan Wales. As such there will be a range of processes and procedures for both the East Wales (50%) and the West Wales and the Valleys (50%) ESF funded programmes.

GO Wales: Achieve through Work Experience Programme supports students who are at risk of becoming NEET after leaving their Higher Education studies by, but not limited to, a programme of work experience and employability support.

Working within The Open University in Wales’ Partnerships team, and also closely with the Careers Advisory Service, the post holder will be responsible for:

1. Identifying, establishing and maintaining relationships with employers with the aim of creating placement opportunities for students, from one day shadowing experiences to (up to) six week placements
2. Identifying, establishing and maintaining relationships with students that meet the GO Wales criteria from amongst the University student body; engaging with them on issues relating to employability and ensure sufficient numbers engage with the programme and are able to access student-led, Advisor-managed, work-taster/shadowing/experience placements.
3. Ensuring the project is monitored in accordance with the strict specifications of the funder and that reporting information is submitted accurately and timely.

Whilst the role is based in Cardiff, travel throughout Wales to engage with employers and students will be necessary.

Brief outline of job purpose (include scope, objectives)

1. Using the agreed objectives of the programme as a basis: Implement the GO Wales Delivery Plan, ensuring all targets, outputs, deadlines and measures required by the funder are successfully delivered on time.
2. Identify appropriate employers and work placement opportunities through networking, existing relationships and marketing. Conduct or oversee the necessary checks to ensure the employer and placement are appropriate and record these appropriately.
3. Work with the OU student body, engaging with them online on issues relating to employability, encouraging a greater understanding of the importance of placements and career planning. Identify and recruit the relevant students for GO Wales placements, and any other placements as appropriate.
4. Ensure the project is monitored in accordance with the strict specifications of the funder, working with the GO Wales Finance & Compliance Officer to ensure that reporting information is submitted accurately and timely.
5. Make relevant contributions to the development of innovative Careers Education Information Advice & Guidance resources and communications.
6. Take active responsibility for own professional development and be proactive in engaging in relevant training in consultation with line manager.

Key tasks

1. Update and manage the implementation of the GO Wales Delivery Plan at the OU in Wales, ensuring it meets the expectations and needs of the funders.
2. Engage with students who meet the GO Wales criteria and recruit them to participate in the GO Wales work placement programme.
3. Build relationships with appropriate employers across Wales, securing work placements for OU students.
4. Work with the Careers & Employability service at the OU to promote and disseminate innovative and appropriate online resources to engage students with the importance of work placements and career planning.

5. Match students with other employability opportunities should they arise.

6. Work closely with the Careers Advisory Service, sharing knowledge, skills and experiences so the wider University benefits from the learnings of this programme.

7. Other duties as required by the Partnerships Manager.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

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<tr>
<th>Education, qualifications and training</th>
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<td><strong>Essential:</strong></td>
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<td>A degree or equivalent qualification.</td>
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<td>Evidence of training or continuing professional development in the Information, Mentoring and Guidance fields</td>
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<td><strong>Desirable:</strong></td>
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<tr>
<td>A professional qualification in careers guidance or equivalent; an appropriate qualification includes an NVQ Level 4 in Advice and Guidance</td>
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<tr>
<th>Knowledge, work and other relevant experience</th>
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<td><strong>Essential:</strong></td>
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<td>Experience of providing advice, mentoring and guidance to individuals from diverse backgrounds, for example in adult, further or higher education.</td>
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<td>An understanding, awareness and experience of supporting people from disadvantaged and widening participation/access backgrounds.</td>
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<tr>
<td><strong>Desirable:</strong></td>
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<tr>
<td>An understanding of the issues affecting student employability, and the relationship with retention and progression in the context of part-time open learning.</td>
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<td>An awareness of the external environment and Welsh Government policies as they might impact on the University, especially those focussed on employability.</td>
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<th>Skills and capabilities</th>
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<td><strong>Essential:</strong></td>
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<td>Understanding of the positive impact of work placements to deliver mentoring and careers guidance support.</td>
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<td>Highly developed oral and written communication skills to convey complex information to a range of audiences, individuals and groups.</td>
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<td>High level interpersonal skills including liaison, networking, negotiation and team working.</td>
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<td>Confident IT skills and an understanding of online communications and engaging people online.</td>
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<td>Good planning and organisational skills including the ability to work autonomously and manage high volumes of work, including the ability to prioritise and manage competing demands.</td>
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<td>The ability to interact effectively with employers and other external agencies to support the development of targeted student-led work-placement opportunities.</td>
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### Desirable:
- Experience of working in virtual teams and with students at a distance.
- The ability to analyse and develop data and processes, to improve services and respond to change.

### Personal abilities and qualities

#### Essential:
- Excellent influencing, persuading and negotiation skills for working with colleagues less familiar with careers and employability issues.
- High levels of initiative, a can-do attitude and a willingness to take ownership of issues and resolve them.
- Ability to think creatively to resolve complex problems.

#### Desirable:
- Desire to innovate and extend services proactively to students.
- Commitment to own personal development and a willingness to keep up to date with developments in employability and carers services.
- A flexible and positive attitude to change.
- Ability to maintain a sense of perspective when dealing with challenging colleagues and clients.

### Additional Requirements

#### Essential:
- A sound understanding of and a commitment to equal opportunities and diversity.
- Understanding of the legal and cultural significance of the Welsh language.
- Able to travel across Wales and the UK.

#### Desirable:
- Ability to speak Welsh.

### 4. Role specific requirements e.g. Shift working

- Willingness to travel throughout Wales and to Milton Keynes, engaging and supporting students in public settings and with businesses and other external partners.
- Willingness to work occasionally in the evening and at weekends.
- Ability to work in an open plan office environment

**N.B.**

The post-holder may be required to undertake any other duties which may reasonably be required within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

All staff are expected:

- To comply with the University’s Health and Safety and Equal Opportunities policies in the performance of your duties
- To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with the Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.
- To demonstrate a strong commitment to the principles and practice of equality and diversity.
5. About the unit/department

THE OPEN UNIVERSITY IN WALES

The Open University in Wales is responsible for delivery of academic and support services to students and enquirers right across the country. It is funded through student fee income and by support from the Higher Education Funding Council for Wales and serves approximately 8,000 students.

Our Cardiff office is the base for more than 100 members of staff working for The Open University in different functions, including:

- The Director for Wales and deputies with overall responsibility for the leadership and oversight of the work of the Open University in Wales, including that delivered by faculty staff based in Wales;
- Academic staff, managers and coordinators from our Faculties and Schools, developing curriculum, supporting and co-ordinating teaching and ensuring that there is a Welsh perspective in the academic developments of the University;
- Our Student Recruitment and Support (Wales) team working to ensure the successful delivery of services and support to students across all activities;
- Staff engaged in external affairs, marketing, widening access and employer engagement, seeking to grow our collaboration agenda in Wales and tell our story to a wider public;
- The UK-wide Venue Management Team, which is responsible for venue procurement and management activities for all OU tutorials, examinations and ad hoc meetings in the UK and Continental Europe;
- Our team of Operations and Support staff, who make sure we run smoothly and effectively on a day-to-day basis.

The Open University is committed to sustaining a powerful and visible presence in Wales, working closely with other educational providers and organisations to offer high quality part-time higher education opportunities via distance learning. The University is focused on working with the Welsh Government and the Funding Council in meeting the economic, social and cultural needs of the Wales.

This is an exciting time to join the University, as it transforms its UK-wide operations, and refreshes its academic approach. Wales-based staff are involved in planning and organising large-scale operations, using technology to produce materials and information, and effectively managing resources to produce and deliver services to schedule. All staff are concerned with the maintenance and improvement of our high standards of support to individual students and have a strong customer service ethos.

The Open University in Wales is located at 18 Custom House Street, Cardiff. This is a five-minute walk from Cardiff Central train and bus stations. Given its city centre location there is no parking available but there are numerous car parks nearby. For further information on The Open University in Wales, and on the University, please see The Open University in Wales’ website at www.open.ac.uk/wales

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 Darren Jones, Partnerships Manager, The OU in Wales on 029 2026 2780 or email: darren.jones1@open.ac.uk.
If you have any questions regarding the application process please contact Wales Recruitment on 029 2047 1019 or email: wales-recruitment@open.ac.uk

7. The application process and where to send completed applications

Your covering letter or statement should clearly identify how you meet the criteria in the person specification if you have not already provided this information on the application form. Please ensure that you provide relevant examples as evidence to support your statements. The selection panel will consider how well the information you provide demonstrates that you meet the criteria identified in the person specification.

Please ensure that your application reaches the University by: 12 noon, Thursday 28th March 2019
Post it to:
Name/Job title: Tom Poultnrey
Department/Unit: The Open University in Wales
Address: 18 Custom House Street, Cardiff
Post Code: CF10 1AP
Or e-mail your application to: wales-recruitment@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Lynnette Thomas, Deputy Director – Strategy and Development (Wales)
The other members of the interview panel will be: Darren Jones, Partnerships Manager
To be confirmed
The interviews will take place on: Monday 8th April 2019
The selection process for this post will include: A short written test

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.
| Expenses incurred for travelling to the interview will not normally be reimbursed by the University. |