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>14024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Careers and Employability Consultant (Learning and Teaching)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Careers and Employability Consultant</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 to £38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related Staff</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday on Thursday, 23 November 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. <strong>CVs will not be accepted without an 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

This is a specialist guidance and development role based in Careers and Employability Services working principally with students and staff in a specific faculty.

The role has three key elements:

1. Work with academics to support the embedding of employability and PDP related activities into the curriculum in line with the Enhancing Employability and Career Progression strand of The Open University’s Students First Strategy.
2. Develop and implement a range of careers services to support student employability and career progression, which are specific to qualifications.
3. Deliver specialist Careers Education and Guidance to students through a variety of online media including online forums and other electronic tools.

The post holder will be based in Milton Keynes with occasional travel to other locations in the UK.

Brief outline of job purpose

1. Responsibility for leading the maintenance and development of effective partnerships with a faculty or other central academic unit to identify current student needs relating to employability, career progression, entry and change. To develop and deliver timely careers and employability services to address this student need.
2. Provide linked faculty with advice on how to embed employability and PDP related activities into the taught curriculum.
3. Keep up to date with relevant graduate labour market intelligence through liaison with Employer team, professional bodies and other external organisations in order to inform delivery of Careers Education, Information, Advice and Guidance to discrete groups of students. Share knowledge with appropriate colleagues across the institution and in particular advise faculty staff on student employability issues to inform curriculum development.
4. Deliver Careers, Education, Information, Advice and Guidance to students in a one to many manner, especially through a variety of online media to include forums and webinars.
5. Make significant contributions to the development of engaging Careers Education, Information, Advice and Guidance resources and communications particularly focusing on online media.
6. Build relationships, develop networks and deliver training to colleagues in a range of departments across the institution to raise awareness and develop the profile of Careers and Employability Services.
7. Take active responsibility for own professional development and be proactive in engaging in relevant training in consultation with line manager.

Key Tasks

1. Assist linked Faculty in implementation of employability strategies and identify and trial appropriate proactive professional careers education, advice and guidance to groups of students identified as likely to benefit from such interventions. Attend and contribute effectively to relevant meetings including Board of Studies and Learning Design.
2. Work with Careers and Employability Services colleagues and other internal units and locations to provide careers education, information, advice and guidance to students regarding their career goals related to OU study. Delivery will be via one to many interactions (forums and webinars).
3. Work with Careers and Employability Services colleagues to develop innovative and appropriate online resources to address student needs.
4. Develop expertise and knowledge related to one or more labour market sector to provide an expert point of referral, and facilitate communication between Careers and Employability Services staff, Faculties (including ALs), Business Development Unit, Student Recruitment and Support Centres and Student Support
Teams, plus other appropriate staff, to inform curriculum design and development related to employability.

5. Support the development and use of Personal Development Planning resources, respond to student and staff queries in navigating the process and support academics with development of curriculum based employability activities at both module and qualification level.

6. Develop relationships with external employer organisations and professional bodies in liaison with Careers and Employability Services Employer team in order to inform and develop services to students.

7. Contribute to all relevant staff induction, development and training on careers and employability issues. Design and deliver training materials. Work with the Communications Team, Marketing and the Business Development Unit to support activities to integrate the careers and employability agenda across the University.

8. Contribute to the effective measurement of careers and employability services to students to clearly demonstrate impact. Apply institutional policies and the principles of the Matrix quality standards to ensure that quality standards are met.

9. Undertake research in partnership with appropriate colleagues, to inform the developmental and operational work of Careers and Employability Services.

10. Other duties as required by Careers and Employability Services.

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.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

- A degree or equivalent qualification. (E)

- Either a professional qualification in careers guidance or equivalent (an appropriate qualification includes an NVQ Level 4 in Advice and Guidance)*, or a Postgraduate Certificate in University Teaching and Learning or equivalent qualification. (E)

  * Nb: if the successful candidate does not possess this qualification or equivalent we may require them to undertake certain key elements of it.

- HEA Fellowship (or equivalent). (D)

- Evidence of training and continuing professional development in the advice and guidance field. (D)
Knowledge, work and other relevant experience

**Essential:**

- Experience of curriculum development at HE level, preferably including employability related content.
- An understanding of the careers needs of adults and/or distance learners.
- Understanding of the issues affecting student employability, and the relationship with retention and progression in the context of part-time open learning.

**Desirable:**

- Experience of providing Careers Education, Information, Advice and Guidance to diverse groups of students, preferably in higher education.
- Awareness of the external environment and government policies as they might impact on the University, especially those focused on employability.

Personal abilities and qualities

**Essential:**

- Highly developed oral and written communication skills to convey complex information to a range of audiences; individuals and groups.
- High level interpersonal skills including liaison, networking, negotiation and team working.
- Confident computer skills sufficient to use IT systems effectively and to deliver teaching or guidance in an electronic world.
- Good planning and organisational skills including the ability to work autonomously and manage high volumes of work.
- Ability to prioritise and manage competing demands.
- Experience of delivering training to a wide range of staff.
- The ability to analyse and develop data and processes, to improve services and respond to change.

**Desirable:**

- Careers advice and guidance skills developed to support students’ autonomy and decision making.
- Understanding of the positive impact of online media to deliver careers guidance.
- Experience of working in virtual teams.
- The ability to interact effectively with employers and other external agencies to support the careers and employability agenda.

4. Role specific requirements e.g. Shift working

The ability to travel within the UK occasionally. The post-holder will be based in Milton Keynes 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 any linked faculty, other faculties, Learning and Teaching Innovation, and the Library.

- You will occasionally be required to work in the evening or at weekends.
- You will work in a shared office environment where many people may be talking on the telephone at the same time.
- You may need to wear a headset to work effectively on the telephone and for computer mediated conference facilities.
- There may be leave restrictions at busy times of the year.

Note this role will initially be working with the Faculty of Science, Technology, Engineering and Mathematics (STEM), and with the University’s Open Programme.

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. 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 Eddie Tunnah on 01908 858714 or email: Eddie.tunnah@open.ac.uk

If you have any questions regarding the application process please email: 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 Thursday, 23 November 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Staffing and Recruitment Support Assistant</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Academic Services</td>
</tr>
<tr>
<td>Address:</td>
<td>Frank Henshaw Building</td>
</tr>
<tr>
<td>Address:</td>
<td>Hammerwood Gate</td>
</tr>
<tr>
<td>Address:</td>
<td>Kents Hill</td>
</tr>
<tr>
<td>Address:</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

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Katie Weeds, Senior Careers and Employability Consultant</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Eddie Tunnah, Senior Careers and Employability Consultant</td>
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<tr>
<td></td>
<td>Third panel member to be confirmed.</td>
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<tr>
<td>The interviews will take place on:</td>
<td>Thursday, 7 December 2017</td>
</tr>
<tr>
<td>The selection process for this post will include:</td>
<td>Attendance at an Assessment Centre in Milton Keynes.</td>
</tr>
<tr>
<td></td>
<td>Further details will be sent to shortlisted candidates.</td>
</tr>
</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.

If you do not hear from us by 1 December 2017 you should assume that you have not been shortlisted for interview but we do thank you for your interest.

Applications received after the closing date will not be accepted.