**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>15648</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Placements Manager (Disabled Veterans Scheme)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Careers and Employability Consultant (DVS)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£33,199 to £39,609</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract until 31st July 2020</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Manchester</td>
</tr>
<tr>
<td>Closing date:</td>
<td>17:00 Tuesday 19 March 2019</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 in place of a fully completed application form.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. **Summary of duties**

**Main Purpose of the Post:**
- The Placements Manager will play a pivotal role in helping to shape and establish a new placement and internship programme exclusively for Open University students on the Disabled Veterans Scheme (DVS).
- The Placements Manager will input to the design and evolution of placement provision and act as an ambassador for DVS to both students and employers. They will be the first line of support for both students and employers throughout the placement process from pre-placement support, including recruitment and selection practices, as well as ensuring that the student and the employer are fully supported throughout the duration of the placement.
- The Placements Manager will provide before and aftercare for the student and be critical in signposting students through to the Careers and Employability Service (CES) in order to access the appropriate advice and guidance to support them to make the most of their placement experience as well as continuing to develop in their career aspirations after the placement has ended.
- Working with colleagues across the university to ensure a positive team culture and an integrated approach to placement and internship provision, with particular focus on the effectiveness of support for DVS students.

**Main Responsibilities**

1. To work as part of a small careers and employability team on the Disabled Veterans Scheme (DVS):
   - To act as first point of contact for the placement scheme for both employers and students to explore placement opportunities
   - To support students through the recruitment and selection process
   - To provide ‘on-placement’ support including signposting where necessary to other areas of the business to provide more specialised advice and guidance.
   - To update colleagues on a regular basis

2. Be an active member of the DVS team in order to help shape the placement offering. To proactively drive forward this area of work for DVS students, and to attend appropriate working groups and projects within CES and across the University to reflect this specialist area of the service.

3. To use a creative and innovative approach in developing and maintaining contact with with other HEIs in UNSWIS and with external partners such as the Local Enterprise Partnerships (LEPs), in order to explore placement opportunities with employers and other placement providers and to develop knowledge of labour market trends and developments in the delivery of placement provision with particular relation to DVS.

4. Actively promote the placement programme to employers and students. Manage the organisation of events including face to face and online events in order to:
   - Enhance the reputation of the OU as a supplier of talent
   - Publicise placement opportunities to students
   - Provide a platform for employers and students to meet and explore placement fit.

5. To work closely with the Careers and Employability Service (CES), particularly the Employer Engagement Team, to ensure that:
   - Existing employer connections are utilised
   - A consistent employer engagement approach is maintained
   - Students are signposted to the most appropriate careers guidance and support throughout their placement or internship journey.

6. To work with staff in other areas of the University, including the Employer Engagement team, Business Development Unit and Faculties to:
   - Maximise engagement with employers and connect with other initiatives across the University
   - Increase understanding of student skills and competencies across the curriculum as well as...
increase awareness of student requirements through the differing levels of study.

7. To support the evaluation of and input to the continuous improvement of the placement offer throughout the life of the scheme.

8. To undertake and other appropriate work requested by the Senior Careers and Employability Consultant DVS.

3. Person specification

Requirements

Education, qualifications and training

Essential:  
- Have an honours degree at undergraduate level.

Desirable:  
- Experience in recruitment, especially at graduate and / or experienced hire level.

Knowledge, work and other relevant experience

Essential:  
- Experience in engaging with businesses or other external stakeholders.
- Knowledge and understanding of priorities in the higher education sector and the place and importance of work-based learning within it.
- Awareness of recent developments in relation to employability within the wider HE context.
- Experience of building large networks of external stakeholders.
- Experience working in a student facing role.
- Experience of facilitating work placements in an educational or supported employment setting.
- Experience of working to provide a high level of service to clients or customers.

Desirable:  
- An awareness of the specific needs of part-time students and the barriers they face trying to gain work experience.
- An understanding of or an interest in the issues facing disabled veterans.

Personal abilities and qualities

Essential:  
- Adapts and responds well to change. Manages pressure effectively and demonstrates resilience and is solutions-focused.
- Builds wide and effective networks of contacts inside and outside of the University.
- Excellent written, oral and online communication skills with ability to lead as well as contribute to informal and formal discussions. An ability to communicate with people from a wide range of experience and backgrounds.
- Excellent inter-personal skills, demonstrating discretion, confidentiality and the ability to liaise effectively with a wide range of stakeholders and provide information and advice to project and work stream managers.
- Adapts interpersonal style to suit different people or situations.
- Ability to prioritise, plan and organise workloads effectively.
- Strong IT skills and the ability to use a range of software packages including Microsoft Office.
- Ability to use initiative and judgment to solve problems
- Comfortable working within a project environment effectively owning and managing personal objectives and deliverables.
4. Special working conditions

| Essential: | • Role holder will occasionally be required to attend meetings / events at locations other than their usual place of work.  
• The role holder may occasionally be required to work outside normal office hours including some evenings and weekends. |
| Desirable: | • Access to a car and willingness to regularly travel to attend events and meet potential external partners. |

5. Additional requirements

| Essential: | • A sound understanding of and a commitment to equal opportunities and diversity. |

6. 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 postgraduate). 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).

### 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 Paul Sheppard on 01908 653999 or email: paul.sheppard@open.ac.uk

If you have any questions regarding the application process please contact Rae Savill on 0161 9023611 or email: Resourcing-Hub@open.ac.uk
8. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>17:00 on Tuesday 19 March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Rae Savill, Resourcing Assistant</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>People Services</td>
</tr>
<tr>
<td>Address:</td>
<td>351 Altrincham Rd</td>
</tr>
<tr>
<td></td>
<td>Wythenshawe</td>
</tr>
<tr>
<td></td>
<td>Manchester</td>
</tr>
<tr>
<td>Post Code:</td>
<td>M22 4UN</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. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Paul Sheppard, Senior Careers and Employability Consultant (DVS), Careers and Employability Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Ellen Cocking, Interim Head of Careers and Employability Services</td>
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<tr>
<td></td>
<td>Emma Laws, Senior Employer Engagement Manager</td>
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<tr>
<td>The interviews will take place on:</td>
<td>Thursday 4 April 2019</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>An activity and a panel interview.</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.
- Applications received after the closing date/time will not be accepted.
- If you do not hear from us by 29 March 2019 you should assume that you have not been shortlisted for interview but we do thank you for your interest.