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>14521</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Widening Participation and Enhancement Officer</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Widening Participation and Enhancement Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548-£38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time (37 hours)</td>
</tr>
<tr>
<td>Location:</td>
<td>The Open University in Scotland</td>
</tr>
<tr>
<td>Closing date:</td>
<td>13th April 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Full</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Scotland-Staffing-Coordinator@open.ac.uk">Scotland-Staffing-Coordinator@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The Widening Participation and Enhancement Officer will facilitate the development and delivery of a range of impactful initiatives that support the Open University in Scotland’s (OUIS) key strategic aims to enhance widening participation, retention and attainment in higher education.

The post is located in the More Students Qualifying (MSQ) Team in the OU in Scotland’s office in Edinburgh. The work of the MSQ Team aims to facilitate and encourage staff to enhance their practice to support widening participation, retention and attainment. A key element of this is to lead OUIS’s work on the Scottish Enhancement Themes. However, the Team’s work also involves working with colleagues and students across the University, including Staff Tutors, Associate Lecturers and colleagues in Milton Keynes to encourage the development and dissemination of evidence-based practice.

The post holder will be expected to use their skills and expertise to develop activity with this range of stakeholders. They will also be responsible for developing creative links with colleagues across the HE-sector in Scotland to position OUIS as Scotland’s Widening Access University.

SPECIFIC RESPONSIBILITIES

Support and Develop the OU in Scotland’s Widening Participation and Strategic Enhancement Activity

Strategic support

a) Support the strategic planning and implementation of the OU in Scotland’s widening participation and strategic enhancement activity taking a leading role in specialist areas. (These areas are likely to include, in the first instance supporting the University’s work to support the Evidence Based Enhancement Theme.)

b) Contribute to the achievement of targets and outcomes associated with the OUIS Single Outcome Agreement, OUIS business plan, the OU strategic plan and other internal and external commitments.

Operational delivery

c) Deliver and manage specific projects and related initiatives that aim to enhance student participation, retention and attainment particularly for under-represented groups. This will involve establishing and maintaining appropriate processes and procedures and resolving problems as necessary. This work will include the development and delivery of project plans, collection and analysis of relevant quantitative and qualitative data, report writing, evaluative activity and the dissemination and promotion of findings and outputs.

d) Keep up-to-date with policy and best practice around widening participation and enhancement carried out in the University and the wider sector and provide regular briefing papers and updates to colleagues.

Staff Development and Engagement

e) In consultation with communications colleagues, use the University’s extensive digital assets and social media to raise awareness and promote work around widening participation, retention, attainment and enhancement.

f) Establish, develop and maintain productive and mutually beneficial relationships with external and internal colleagues.
g) Contribute to the development and delivery of staff development activity that aims to enhance widening participation, including support for Associate Lecturers in Scotland.

h) Engage with and contribute to, work that supports the development of teaching and learning scholarship for and by Associate Lecturers that focuses on widening participation and student success.

**Student Development and Engagement**

i) Lead and support OUIS’s work to support the establishment of effective and productive student partnerships with Enhancement Theme work in particular, and wider work in general. This will involve working with OUSA representatives and the wider student body.

j) Work with other OUIS colleagues to facilitate the organisation of the annual Student Consultative Meeting.

**Committees and Groups**

k) Contribute to external and internal groups and committees as appropriate.

The role holder may be required to undertake any other duties reasonably required as within the nature of the duties and responsibilities of the role, 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.

3. **Person specification**

### Requirements  (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential:</strong></td>
</tr>
<tr>
<td>- a degree or equivalent qualification</td>
</tr>
<tr>
<td><strong>Desirable:</strong></td>
</tr>
<tr>
<td>- A higher degree in a relevant subject</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge, work and other relevant experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential:</strong></td>
</tr>
<tr>
<td>- understanding of the needs of part-time adult learners and the challenges facing learners and teachers in a supported open learning context;</td>
</tr>
</tbody>
</table>
- knowledge of the Further and Higher Education sectors in Scotland;
- knowledge and experience of supporting widening participation in the context of higher education and/or knowledge and experience of the Quality Enhancement Framework;
- an understanding of current debates in learning and teaching policy and practice;
- experience of building relationships with a range of colleagues and stakeholders, preferably in the context of widening access and enhancement;
- excellent organisational abilities, particularly in relation to a diverse and demanding work portfolio;
- demonstrable experience of using research skills to inform policy and practice including collecting and using qualitative and quantitative data; horizon scanning; evaluative methods and analytical skills;
- experience of project management including development, implementation and evaluation and the dissemination of outcomes to a variety of stakeholders;
- experience of workshop design and delivery for a variety of purposes;
- excellent IT skills particularly in the use of Excel for statistical analysis of data.

Desirable:
- experience of designing and delivering staff development activity;
- understanding of supported distance learning environments and an appreciation of developing practice in this area;
- experience of blogging and the use of social media to disseminate research and learning;
- experience of supporting student engagement in learning enhancement activity;
- experience of organising events, online and face-to-face.

Personal abilities and qualities

Essential:
- a willingness to embrace change and be receptive to new ideas;
- excellent interpersonal, communication and negotiation skills;
- ability and willingness to travel around Scotland and occasionally to other OU locations;
- a commitment to the ideals of the Open University, including equal opportunities and diversity issues and an understanding of how these relate to learning and teaching;
- ability to work with minimal supervision and take personal responsibility and ownership of tasks;
- ability to work as part of an outcomes-focused team;
- ability to work effectively across organisational boundaries and collaborate with others.

4. Role specific requirements e.g. Shift working

The role holder will be expected to travel around Scotland and occasionally to other OU locations.

5. About the unit/department

THE OPEN UNIVERSITY IN SCOTLAND

With over 15,500 students, The Open University (OU) is Scotland’s leading provider of part-time higher education. Some 40% of Scotland’s students studying part-time at undergraduate level with a higher education institution study with the OU.
The cornerstone of the OU’s mission to be open to all and our open entry system allows us to offer the opportunity for study to people from all backgrounds and sections of the community. More than one third of our undergraduate students had qualifications below standard university entrance level when they joined the OU. We are also Scotland’s main provider for students with disabilities, teaching 10% of all disabled students in higher education.

Our reach is nationwide, and Open University students can be found in virtually every postcode district and community in Scotland. Hundreds of Scotland’s blue chip employers sponsor their staff to study with us. Through our courses and qualifications in areas such as health and social care, education, and business and management, the OU is playing a major role in the training and professional development of Scotland’s workforce across the public, private and voluntary sectors.

Online learning is an integral part of the OU’s course delivery and our student support services; from online discussion groups and conferencing, to electronic assignment handling and dedicated course websites. By being online, even those living in the most isolated areas of the country are able to participate in a truly interactive learning environment.

The OU is an integral part of the Scottish higher education community and actively involved in the development of HE policy alongside all other higher education institutions in Scotland. The teaching of OU students living in Scotland is funded by the Scottish Funding Council for Further and Higher Education (SFC).

The academic, administrative and support staff based at the OU’s office in Edinburgh offer an extensive range of support and specialist advice services to students in Scotland. The core function of the office is to manage and develop the University’s business in Scotland. This includes managing relationships with government and other external bodies, the development of learning and the recruitment and retention of students in Scotland, The office also provides advice, guidance and learning support to prospective and existing students including a programme of outreach events; administers examinations; organises annual graduation ceremonies and promotes the University and its courses within Scotland. We have approximately 500 associate lecturers living in all parts of Scotland; many of whom also work in business and industry or for other Scottish HEIs or colleges.

We have been voted by our students to be in the top three universities in Scotland for student satisfaction in the National Student Survey every year since the survey started in its current form in 2007, the only higher education institution in Scotland to do so.

More information can be obtained from the OU web site at [www.open.ac.uk/scotland](http://www.open.ac.uk/scotland).

**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. More than 900 staff are employed by the unit at or through:

Four central sub-units based at Walton Hall, Milton Keynes

- Access, Careers and Teaching Support
- Assessment, Credit and Qualifications
- Student Support
- Office of the Director, Academic Services

and

- Three Nation Offices in Scotland (Edinburgh), Wales (Cardiff) and Ireland (Belfast).
- Four Student Recruitment and Support Centres
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 Heather Gibson, Widening Participation and Enhancement Manager on 0131 549 7143 or email: h.e.gibson@open.ac.uk.

If you have any questions regarding the application process please contact the Staffing Co-ordinator by email: Scotland-Staffing-Coordinator@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: | 5pm on Friday 13th April |
| Post it to: | The Open University in Scotland |
| Name/Job title: | Staffing Co-ordinator |
| Department/Unit: | Support Services |
| Address: | 10 Drumsheugh Gardens, Edinburgh |
| Post Code: | EH3 7QJ |
| Or e-mail your application to: | Scotland-Recruitment@open.ac.uk |

8. Selection process and date of interview

The interview panel will be chaired by: Shona Littlejohn, Deputy Director, Student Experience and Widening Access

The other members of the interview panel will be: Heather Gibson, Widening Participation and Enhancement Manager
Steven McGeever, Partnerships Manager

The interviews will take place on: 9th May 2018

The selection process for this post will include In tray exercise followed by formal 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 will not be accepted.

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