



Access to HE Development Officer

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Introduction

Thank you for your interest in working at Open Awards.

This pack should give you everything you need to know to apply for this role and what it means to work at Open Awards.

In this pack, you will find:

- Our Values
- How to Apply
- Information about Open Awards
- Job Description
- Person Specification

If you would like an informal conversation about this vacancy, you can contact Vicky McClymont on vicky.mcclymont@openawards.org.uk

How to Apply

To apply for this role, please complete the application form together with a supporting statement outlining how you meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Vicky McClymont
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to:-
vicky.mcclymont@openawards.org.uk

The **closing date** for applications for the post is 17:00 on Wednesday 2nd October.

Mission, Vision and Values



At Open Awards, our **learners' aspirations** are at the heart of what we do.

As a not-for-profit organisation and a registered charity, we are passionate about our mission to **change lives through learning**.

This manifests in our flexibility and creativity when it comes to working with our providers and learners. We know our providers want to support their learners to **achieve the very best outcomes** and, as a small team, we pride ourselves on having the **flexibility, knowledge** and **passion** to react quickly and intelligently to individual **learners' and employers' needs**.

Open Awards seeks to:

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

Who are Open Awards?

We are an Awarding Organisation approved by Ofqual and an Access Validating Agency approved by the Quality Assurance Agency for Higher Education (QAA). We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions. Open Awards is also a regulated End-point Assessment Organisation for a wide range of apprenticeship Standards.

Our qualifications, units, and online courses are used across a range of education settings including Further Education Colleges, schools, sixth-form colleges, prisons, private training providers and third sector organisations.

Open Awards Services

Open Awards offers a high-quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

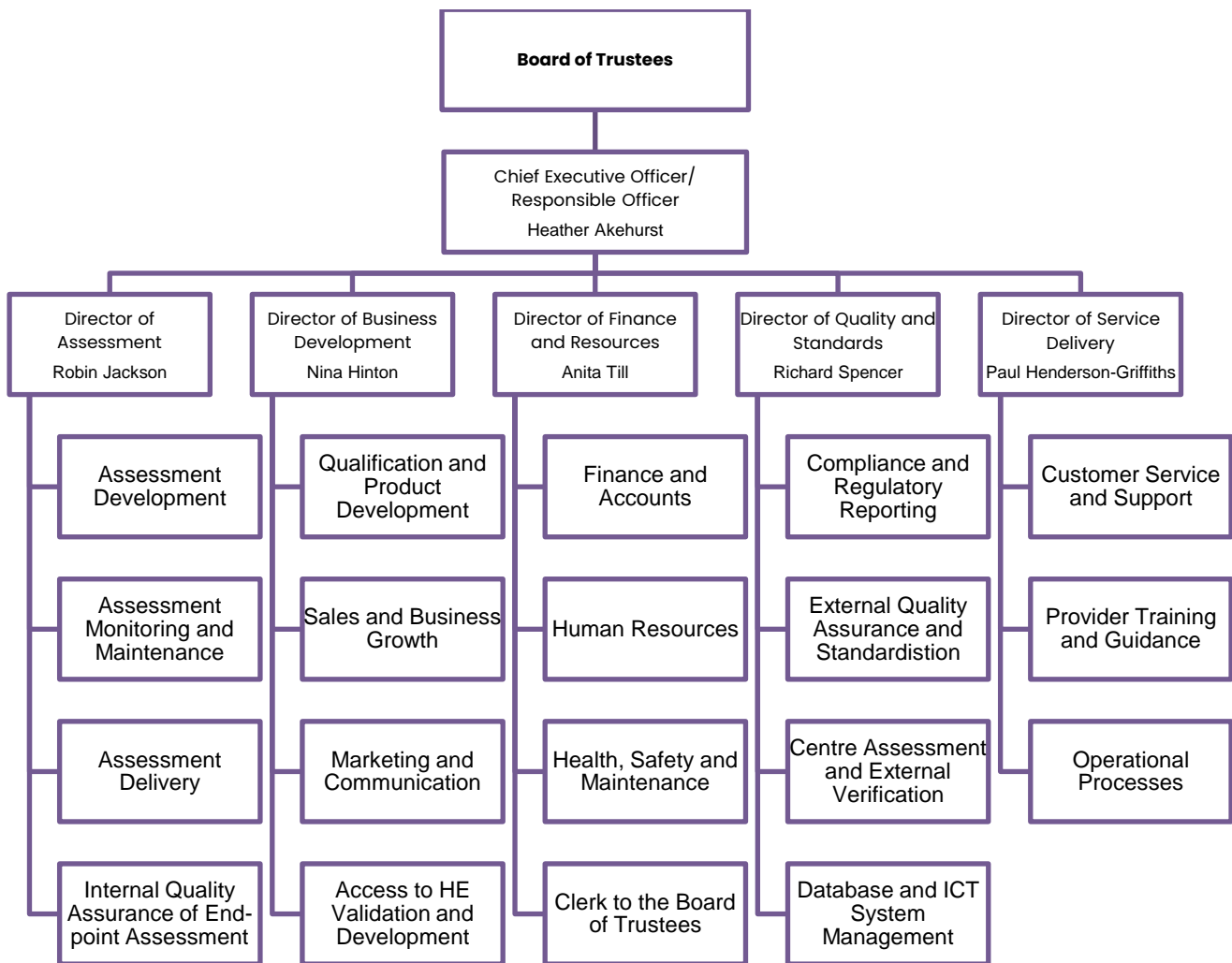
In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

Meeting the Team

The role you are applying for is based within the Business Development team.

We are a small organisation and encourage all teams to work together across the wider structure. As such you will be working, on a daily basis, with a wide range of colleagues across the team structure.



Equality and Diversity

Open Awards is committed to making the recruitment process as fair as it can be. We want our workforce to reflect the diverse customer and learner base we support and we continue to work to create an inclusive culture where everyone is valued for who they are and the contribution they make to our mission and vision.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and redeployment are based solely on objective, non-discriminatory criteria. In accordance with current legislation and codes of practice we aim to ensure that no councillor, employee or prospective employee will be treated unfavourably on the grounds of marital status, gender, age, disability, sexual orientation, race, nationality, ethnic or national origins, trade union membership or activity, political or religious belief and unrelated criminal conviction.

We are a disability confident employer; if you have a disability and your application meets the minimum criteria for the post, we guarantee you will be interviewed.



Safeguarding Statement

Open Awards is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, independent workers, and volunteers to share this commitment.

We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable to the role:

- References
- DBS check
- Barred list check
- Section 128 check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role

You will need to provide details of referees including your current and previous employers, covering the last 5 years. These will not be contacted prior to interview.

All job offers will be subject to the satisfactory completion of pre-employment checks.

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Job Description

TITLE OF POST:	Access to HE Development Officer
RESPONSIBLE TO:	Marketing and Access to HE Development Manager
SALARY:	£29,883 (Full-time equivalent; pro rata'd for 0.6)
STATUS:	0.6 full-time equivalent, with occasional weekend work. Permanent. Hybrid with an office base in Speke, Liverpool.

Functions of the Post

- To coordinate the development and revalidation of the Open Awards Access to HE Diploma in accordance with QAA regulatory requirements
- To develop and implement systems and processes to support the robust approval and withdrawal of Access to HE Diplomas and provider courses
- To support and train providers and colleagues on Open Awards Access to HE curriculum and validation processes

Main Duties and Responsibilities

Access to HE Validation and Revalidation Activities

1. Support the development of Open Awards' Access to HE Diploma offer, including:
 - Advise providers on Diploma queries, including minor and major changes to existing programmes and the validation of new programmes
 - Coordinate Diploma validation, revalidation and unit review activities and monitor required actions to ensure they are completed
 - Maintain accurate audit trails on Open Awards' database
 - Preparing recommendations and evidence for panels and committees
2. Build relationships with key contacts in providers, employers and HEIs in order to develop their knowledge and understanding of the provision and ensure we meet their needs and potential support requirements
3. Support the provider approval process for new providers choosing to deliver Open Awards Access to HE Diplomas, including:
 - Completing desk reviews of applications and supporting evidence
 - Compiling risk profiles
 - Completing fact finding and curriculum support meeting with providers
 - Preparing recommendations and evidence for panels and committees

4. Ensure the Open Awards Access to HE Diploma is developed and reviewed through efficient processes that comply with QAA regulations
 - Coordinate the development and reviews of processes to underpin the development of Access to HE provision
 - Ensure processes map to QAA Licensing Criteria
 - Identify and action improvements to processes to support Open Awards operational and business priorities
 - Support providers and colleagues with the implementation of new or changes to processes
5. Monitor processes and services against published service standards
6. Support the coordination of Access to HE Committee meetings including preparing required reports and papers

Training and Support

7. Act as the first line of support for Access to HE enquiries relating to curriculum and qualifications
8. Provide documentation and guidance on the administration processes for the development and reviews of Access to HE Diplomas
9. Deliver training on Open Awards Access to HE Diploma to providers and colleagues
10. Support the coordination of Access to HE events, webinars and workshops with the Development and Marketing team
11. Support the development of Access to HE related marketing and promotional materials in liaison with the Development and Marketing Officers such as case studies and news articles

General Responsibilities

12. Represent Open Awards at a local and national level
13. Ensure compliance with regulatory and policy requirements at all times
14. Provide excellent internal and external customer service
15. Undertake problem solving and deal with day-to-day issues across Open Awards
16. Manage own performance to ensure service standards are met
17. Maintain up to date records of activities in Quartz database in accordance with policies and procedures
18. Work with other members of the Open Awards team to coordinate activity

19. Travel to and work from any site that the duties of the job may require
20. Carry out any other duties as specified, from time to time by the Senior Management Team
21. Support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken
22. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Job description reviewed – September 2024

Person Specification

Criteria	Knowledge and Skills	Essential/ Desirable Criteria
Qualifications and Training	1. Level 3 Qualification or above in education and training (or willingness to work towards).	Essential
Experience	2. Experience of delivery or administration of qualifications or education programmes 3. Experience of developing administrative policies and procedures 4. Experience of using and interrogating databases 5. Experience of developing and maintaining customer relationships 6. Experience of delivering training/webinars/events.	Desirable Essential Essential Essential Desirable
Skills/Abilities	7. Ability to build strong relationships with customers and colleagues 8. Ability to develop and implement processes that meet regulatory requirements 9. Ability to discuss and make clear systems and processes to customers 10. Strong organisational skills 11. Ability to represent Open Awards in discussions with customers and other stakeholders 12. Strong verbal and written communication skills 13. Be self-motivated and use own initiative to meet agreed targets 14. Ability to organise work on multiple accounts/tasks at once 15. Ability to work as part of a team 16. Ability to identify and solve problems and suggest solutions 17. Keen eye for detail 18. Be ICT literate using Microsoft Office and Outlook in a range purposes	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	19. A commitment to Equality & Diversity 20. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards 21. Commitment to customer service	Essential Essential Essential
Other	22. Be adaptable, flexible and open to change. 23. Willingness to travel. 24. Willingness to undertake staff development activities.	Essential Essential Essential