

JOB DESCRIPTION

Graduate trainee – OfS Graduate entry scheme

Directorate:	Chief Executive's Unit
Post responsible to:	Senior Officer, Chief Executive's Unit
Purpose of the job:	<p>The Office for Students (OfS) was established by the Higher Education and Research Act in 2017 and became fully operational in April 2018. OfS's primary aim is to ensure that English higher education is delivering positive outcomes for students – past, present, and future. Our objectives are to ensure that students, from all backgrounds (particularly those from the most disadvantaged backgrounds):</p> <ol style="list-style-type: none"> 1) Are supported to access, succeed in, and progress from, higher education 2) Receive a high quality academic experience and their interests are protected while they study or in the event of provider, campus, or course closure 3) Are able to progress into employment or further study, and their qualifications hold their value over time. 4) Receive value for money. <p>Further information is available on the OfS's website: www.officeforstudents.org.uk</p> <p>The postholder will report into the chief executive's unit. The postholder will rotate through different roles across the organisation for periods of six months, working collaboratively across the organisation to support colleagues in their work. There will be one guaranteed placement in the Chief Executive's Unit and one guaranteed placement in Compliance and Student Protection. Further placements will be varied and could range from working in External Relations through to Data, Foresight and Analysis. Decisions about placements will be made based on the appointee's preferences for their career development, as well as business needs.</p> <p>The role will be dynamic and varied, with the requirement to work on several different projects at any one time. The postholder will be introduced to different aspects of our work as a regulator to acquire skills and experience that will assist and support career development over the two-year graduate entry scheme.</p>

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	<p>The postholder is supported throughout the programme by a mentor in the OfS who, along with the line manager, will help to guide their development.</p> <p>The key person attributes to fulfil this role are set out below.</p> <p>Desirable criteria:</p> <ul style="list-style-type: none">• Hold a degree or equivalent level 6 qualification, or to be on track to achieve this qualification before starting the role• Strong analytical skills• Demonstrable problem-solving ability in unfamiliar contexts• Ability to present confidently to different audiences, including senior leaders• Strong written communication skills, tailoring for different purposes and audiences• Ability to work collaboratively within a team• Strong personal interaction skills and ability to influence people at all levels of an organisation• Ability to operate effectively in complex and ambiguous contexts where competing interests need to be considered• Ability to manage workload in the face of competing priorities and rapid change• A desire to make a difference for students and citizens <p>This role has been graded at pay band 6 as a developmental role. The postholder is likely to be recruited based on their potential to develop their competence rapidly.</p>
Location:	Bristol or London
Pay band:	6

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Responsibilities

Responsibility	Outcome
Delivering and working in a team	<ul style="list-style-type: none"> • The postholder works collaboratively with others and ensures they deliver their contributions efficiently and effectively to achieve the desired outcomes of a project or piece of work • The postholder delivers their objectives in a way which models the OfS's behaviours and values • The postholder will be able to deliver flexible, agile, and collaborative working, including with staff and teams in other directorates
To support specific work areas across the OfS	<ul style="list-style-type: none"> • The postholder is part of our graduate entry scheme. Exact duties will be assigned based on the emerging priorities of the organisation, the needs of the business and the development needs of the postholder.
Collaborating with staff in other directorates on cross-organisation programmes of work	<ul style="list-style-type: none"> • Some work may involve the postholder becoming involved in cross-organisational programmes and projects, so required to work in collaboration with staff in other directorates outside of their immediate placement.

HRMS Job Family: TBC	HRMS Job Code: TBC
Date Agreed: 30/03/21	Date for Review: 01/11/2022
Reviewed and updated: 23/11/21	HRBP Sign off: Yes