

OfS Leadership Development Scheme

Applicant guidance

Thank you for your interest in the Office for Students (OfS) Leadership Development Scheme. To apply for the Leadership Development Officer role, you should first check that you meet the criteria set out below.

We will assess candidates over three stages: application form, written task, and interview. Further details for each of these stages are given below.

The timings for the stages are as follows. These timings are subject to change and if they are revised, we will contact applicants directly.

Assessment stages 2024

Stage	Dates
Applications open	Monday, 12 February
Applications close	Sunday, 3 March
Written task set	Wednesday, 20 March
Written task deadline	Tuesday, 26 March
Interviews	Between Monday, 15 April and Thursday, 18 April
Job offers	Before the end of April

If you have any questions, please contact LDSRecruitment@officeforstudents.org.uk.

Criteria

Seeing the big picture

Understand how your role fits with and supports organisational objectives. Recognise the wider context of the organisation's work, enabling better decision making.

- You focus on the overall goal and results of your work, not just the immediate task at hand.
- You take action to increase your knowledge of areas that affect, or are affected by, your work.
- You gather information from a variety of sources to inform your work, including the views of others whose perspectives are different to your own.

Making effective decisions

Make well-reasoned, impartial decisions that stand up to scrutiny. Evaluate the impact and implications of decisions, ensuring that plans take these into account.

- You analyse and research information, and treat this impartially, to support effective decision making.
- You speak with relevant people to get the most accurate information and advice when you are unsure how to proceed.
- You consider the diverse needs of those affected by decisions.
- You ask others to clarify decisions if you are unsure and you query any issues that arise constructively.

Communicating and influencing

Communicate, whether verbally or in writing, with clarity, conviction and enthusiasm. Respect the needs, responses and opinions of others, and anticipate concerns.

- You express yourself in an accurate, clear, concise, and constructive way, in written and verbal communication.
- You respond to communication from others constructively and impartially, writing clear comments and questions that take into account different perspectives.
- You explain the reasons why actions should be taken.

Collaborating and partnering

Work effectively as part of a team. Build inclusive, responsive relationships with colleagues across the organisation to deliver collective goals.

- You develop a range of contacts across an organisation, and identify opportunities to share knowledge, information, and learning.
- You seek to understand colleagues' viewpoints and preferences and build supportive relationships.

- You offer support and help to colleagues when in need, considering your own and their wellbeing.

Changing and improving

Adapt and innovate in response to challenges. Act decisively in the face of ambiguity or uncertainty.

- You identify, and then resolve or escalate, the issues that affect your work and that of your team.
- You proactively look for ways to do things more effectively and efficiently.
- You are aware of how well the organisation is performing, and where change is needed.

Developing self and others

Focus on professional development and learning. Seek to develop knowledge and skills by reflecting on, and learning from, success and failure.

- You identify gaps in your skills and knowledge, and proactively look for opportunities to develop in these areas.
- You share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.
- You seek and listen to feedback from colleagues and take action as a result, changing your approach where necessary.

Application form

The first stage is completing the application form. You can access this by finding the Leadership Development Officer job advert on [our careers site](#) and clicking 'Apply'.

If you have not applied to any OfS jobs previously, you will be asked to create an account. You will then be asked to enter information about yourself.

Leadership Development Officer is an entry-level role. We welcome applications from those who have been employed previously as well as those who have not. As well as any employment, you can use this part of the application form to let us know about other experience that you think is relevant to the role – such as volunteering, internships or activities you have done as part of your education.

The part of the application form that asks about your qualifications defaults to 'degree', but you do not need to have a degree, or be studying towards one. Enter the details of any qualifications you have, and ignore the 'degree' label.

After you have provided this initial information, you will be required answer five questions, related to the following criteria. You should aim to demonstrate how you meet the relevant criteria for each question:

- collaborating and partnering
- seeing the big picture
- making effective decisions
- changing and improving
- developing self and others.

The deadline for submitting an application form is **Sunday, 3 March 2024**.

Initially, we will assess application forms based solely on the answer to the question about collaborating and partnering. For the candidates who are successful in this initial assessment, we will then assess answers to the remaining questions against the relevant criteria.

Written task

Candidates who are successful at the application form stage will be invited to complete a written task. We will contact you with details about how to access instructions and submit your response.

In your written submission, you should aim to demonstrate how you meet the following criteria:

- seeing the big picture
- making effective decisions
- communicating and influencing.

We will aim to provide details about the written task on Wednesday, 20 March and the deadline for submission will likely be Tuesday, 26 March.

We will assess written task submissions against the criteria given above.

Interview

Candidates who are successful at the written task stage will be invited to interview. We will contact you to arrange this. Interviews are likely to take place between Monday, 15 April and Thursday, 18 April.

In advance of the interview, we will ask you to prepare a short presentation on a topic we provide. At the interview you will give this presentation to an interview panel and answer any follow up questions. The panel will also ask you a series of 'situational judgement' questions – we will present you with a typical work scenario and ask how you would respond and why.

We will assess your presentation against the following criteria:

- seeing the big picture
- making effective decisions
- communicating and influencing.

We will assess your responses to the situational judgment questions against the following criteria.

- collaborating and partnering
- changing and improving
- developing self and others.

Following interviews, we will seek to make any offers of employment before the end of April 2024. Newly appointed Leadership Development Officers will be expected to start at the OfS on Monday, 16 September 2024.