



Department
for Education

Office for Students Student Experience Board Member Candidate information pack



WELCOME



Thank you for your interest in the role of Student Experience board member for the Office for Students (OfS).

England's higher education (HE) sector is a global leader: delivering high quality teaching and cutting-edge research. In 2021, more than 230,000 18-year-olds in England were accepted to university, including a record-breaking number of disadvantaged students.

My vision is to ensure that the HE sector provides excellent opportunities for all students who have the ability and desire to attend, and that studying in HE leads to improved life outcomes for them. The OfS, as the independent regulator of HE in England, has a critical role in delivering that vision. The OfS is pivotal to delivering the Government's manifesto commitments to drive up quality and standards in the HE sector, increase real social mobility and support levelling up across the country, and deliver more flexible ways of accessing HE.

I am seeking to appoint a new Student Experience board member who will provide a student perspective at the heart of the OfS. They will bring experience of representing a wide range of student views, as well as excellent stakeholder management skills.

The successful applicant will join the OfS at a crucial time and will play a role in delivering government priorities for HE. The Student Experience board member will contribute to OfS's work to raise quality in HE provision, protect free speech and academic freedom, and tackling harassment including antisemitism and sexual misconduct and its causes. They will also ensure prospective students have the right information available to them from providers on the likelihood of completing their course and what they go on to do.

My Department is focused on equality of opportunity and I am committed to ensuring that public appointments better represent the views of the communities which they serve. I particularly encourage applicants from under-represented groups, those based outside London and the South East and applicants who have achieved success through non-traditional educational routes.

If you think you have the skills and experience I am seeking, I look forward to hearing from you.

Rt Hon. Nadhim Zahawi
Secretary of State for Education



ABOUT THE OFS

The OfS, as the independent regulator of HE in England, aims to ensure that every student, whatever their background, has a fulfilling experience of HE that enriches their lives and careers.

The work of the OfS covers all HE students whether undergraduate or postgraduate, national or international, young or mature, full-time or part-time, studying on a campus or by distance learning.

The OfS's four primary objectives are:

- Participation – All students from all backgrounds, with the ability and desire to undertake HE are supported to access, succeed in, and progress from HE.
- Experience – All students, from all backgrounds receive a high-quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure.
- Outcomes – All students, from all backgrounds, are able to progress into employment, further study, and fulfilling lives, and their qualifications hold their value over time.
- Value for money – All students, from all backgrounds, receive value for money.



ABOUT THE ROLE

The OfS board consists of the Chair, the Chief Executive Officer, the Director for Fair Access and Participation, and between 7 and 12 ordinary board members.

One of the ordinary members must have experience of representing or promoting the interests of individual students, or students generally, on HE courses provided by HE providers, and this 'student experience' role is the one we are seeking to fill through this campaign.

Non-executive director board members play a key role in shaping the OfS's strategic direction, contributing to delivery of the OfS's statutory regulatory duties, with responsibility for a wide range of activities, including:

- Oversight of the OfS's corporate strategy.
- Reviewing risks and benefits, and monitoring outcomes against plans.
- Being responsible for the stewardship of public funds, managing the risks relating to the OfS's work.
- Providing constructive challenge to ensure all functions are carried out efficiently and effectively.



WHO WE'RE LOOKING FOR

The Secretary of State for Education is seeking a new Student Experience board member for the OfS board, to support and challenge the organisation as it continues its drive to improve HE for students in England.

The OfS student experience board member's duties include attending the OfS board meetings to represent a wide range of student views, and sitting on the student panel which meets approximately four times a year.

The student panel ensures that students' views inform the OfS's decision-making and comprises 13 current, recent and prospective students. The student panel acts as an important source of advice to the OfS board, responding to the board where the board asks the panel to offer a student perspective on issues. The post holder may have the opportunity to Chair the student panel, as the current student experience board member does.

Please note that we would ask any appointee to attend a Student Panel meeting and a board meeting as an observer on a voluntary basis, if possible, before formally taking up post.

PERSON SPECIFICATION

Essential Criteria:

- Be a current undergraduate or postgraduate student in HE in England or have graduated from HE in England within the last two years.
- Demonstrable experience of representing or promoting the interests of students, bringing first-hand knowledge of the many issues faced by past, present and future students. This should include the ability to work collaboratively with a range of stakeholders at different levels.
- Have a genuine interest in supporting the OfS deliver the Government's priorities for HE, for example on real social mobility, quality, free speech and academic freedom and improving the student experience including by tackling antisemitism and sexual misconduct, and providing support for student mental health.

Desirable Criteria:

- Experience and understanding of corporate governance.



We want to encourage applications from people with a diverse range of backgrounds and educational routes.

We want to ensure any appointee to the Department's arm's length bodies is committed to promoting diversity, in its broadest possible sense.

This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

CHAMPIONING SOCIAL MOBILITY

The Department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of the UK.

We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in arm's length bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

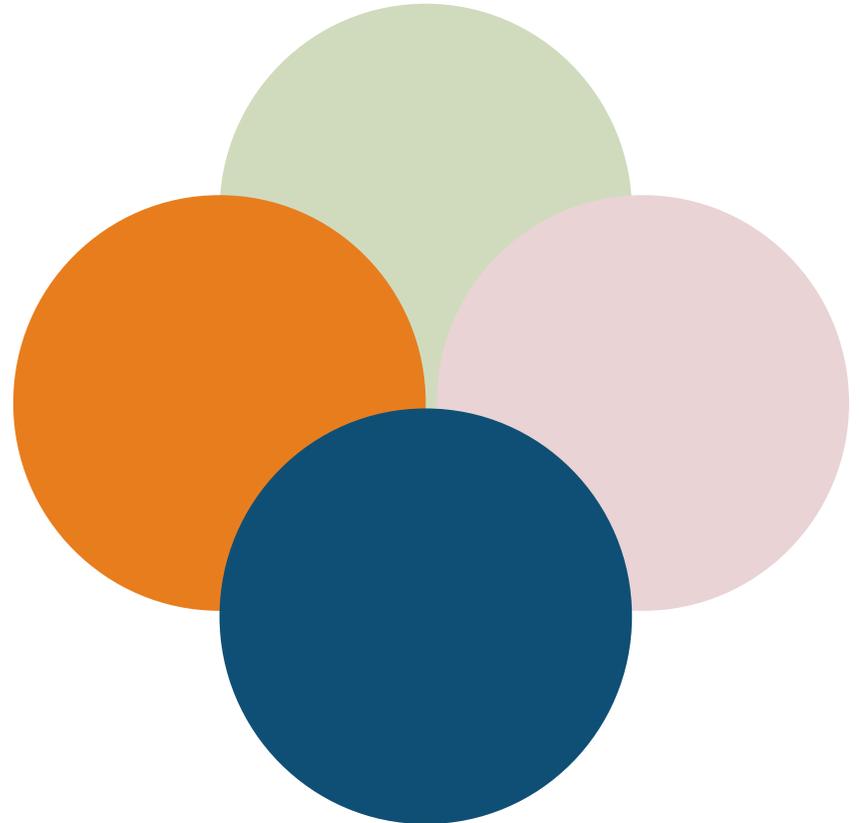
DISABILITY CONFIDENT

We are a member of the Government's Disability Confident scheme and have achieved Disability Confident Leader status, signifying our role as champions of the scheme.

We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data only in order to ensure departments are recruiting from the widest possible pool.

The information you provide is held by the DfE OfS Sponsorship Team and not shared with the selection panel.



TERMS OF APPOINTMENT

Location

Bi-monthly board meetings usually take place in person in London. Student Panel meetings are currently remote.

Time Requirement

The role has an expected time commitment of around 20 days per annum.

Term

The appointment will be for an initial period of three years. Non-executive directors are not employees of the OfS. The Secretary of State may recommend that appointments be renewed at the end of the first period of office, subject to consistently good performance, but there should therefore be no expectation of automatic reappointment. The maximum total term is 10 years.

Remuneration

£9,180 per annum.

Expenses

You will be reimbursed for any travel and subsistence expenses you necessarily incur while on official OfS business at the appropriate rate.

Pension

The post is not pensionable.

Other

You will be expected to demonstrate high standards of corporate and personal conduct.

The successful candidate will be asked to subscribe to a Code of Conduct for Members of the board and must confirm that you have sound understanding of and commitment to the principles of public life (which are set out on page 9).



HOW TO APPLY

Information on the timetable for this campaign, selection process, and the Advisory Assessment Panel can be found on the Centre for Public Appointments website: publicappointments.cabinetoffice.gov.uk/search-appointments/

Please submit the following documents by email to:
PublicAppointments.APPLICATIONS@education.gov.uk

1. A CV – of not more than two sides of A4

2. Candidate Application Form

3. Diversity Monitoring Form

Please include the heading “Student Representative: Office for Students” in the subject box of your email and submit your application documents as separate attachments.

Please note the following:

- We cannot accept applications submitted after the closing date.
- Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.
- Applications will be acknowledged upon receipt.
- Feedback will only be given to candidates unsuccessful following interview.
- When 30 or more applications are received, it is likely that your application will be “pre-assessed” on one or more of the essential criteria, before it is passed to the Advisory Assessment Panel for consideration. You should be aware that in this situation, your application might not be considered in full by the members of the Panel.

These appointments come under the scrutiny of the Commissioner for Public Appointments.



PRINCIPLES OF PUBLIC LIFE

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way.

Consistent with the Governance Code, applicants will be assessed on merit, and all candidates for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the Selection Panel must satisfy itself that all candidates for appointments can meet these standards, which are:

SELFLESSNESS

Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of Public Office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

Carrying out Public Office business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of Public Office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of Public Office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of Public Office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of Public Office should promote and support these principles by leadership and example.



HOW TO COMPLAIN

Please contact the Department for Education's Public Appointments team if you would like to make a complaint regarding your application at **PublicAppointments.DFE@education.gov.uk**

We will acknowledge your complaint upon receipt and respond within 15 working days.