

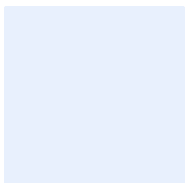
Appointment details

Business Relationship Manager (Fixed Term)



Closing date
13 December 2013

Ref: R130406



EUROPEAN UNION
Investing in Your Future
European Regional
Development Fund 2007-13



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▶ About Aston University

At a time of significant change within the Higher Education sector, with more emphasis being placed on widening participation, graduate employment, the student experience and the impact of research on society, Aston looks forward to the future with confidence.

Aston's vision is to be the UK's leading University for business, enterprise and the professions, where original research has a positive impact on the world around us. Aston's strategy 'Forward to 2020' describes Aston as a top research-led international University renowned for developing future leaders of business and the professions.

We already 'punch above our weight' and have high, yet realistic, aspirations for 2020 that include:

- ▶ Ranked within the top 1% of universities in the world, and consistently in the Top 20 in the UK
- ▶ In the Top 5 for Graduate Employability in the UK and Top 40 worldwide
- ▶ Focussed on the needs of business and the professions, with all Aston undergraduate students taking part in integrated work experience
- ▶ Carrying out world class research that leads to the creation of practical and applicable solutions for the challenges of the future, and

contributes to the development of research leaders and entrepreneurs

- ▶ Providing an inspiring, challenge-based education for students, equipping them to develop into global citizens, with the skills, knowledge and confidence they will need to achieve their goals and reach their full life potential
- ▶ Engaging with our community and city, recruiting students with talent regardless of income and background, and partnering with business, the professions and the public sector
- ▶ Putting sustainability at the centre of all we do, ensuring that Aston is one of the greenest and most sustainable of all UK universities, in the Top 5 of the People and Planet League.

Students are at the heart of everything we do within Aston's small and friendly community – in the way we think and in the way we act. The student experience is distinctive and unique at Aston because it is built and lived by students and staff as equal partners in the relationship. Our students are engaged in all aspects of their academic and social lives at Aston; our staff are genuinely interested in their students, their success and their welfare, and are universally approachable and friendly.



Welcome from Professor Helen Higson

Dear applicant

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

I believe that Aston is very well positioned for an unpredictable future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

H. E. Higson

Professor Helen Higson
Deputy Vice-Chancellor

▶ Graduate Advantage

Graduate Advantage (GA) is a unique one stop shop to help employers find their perfect intern, based at Aston University within the Employability Department. GA activities are part-funded by the European Regional Development Fund (ERDF) and supported by West Midlands Universities. The GA programme consists of two strands; supporting graduate interns in the Graduate Internship Project and postgraduate interns in the Postgraduate Internship Project (PIP).

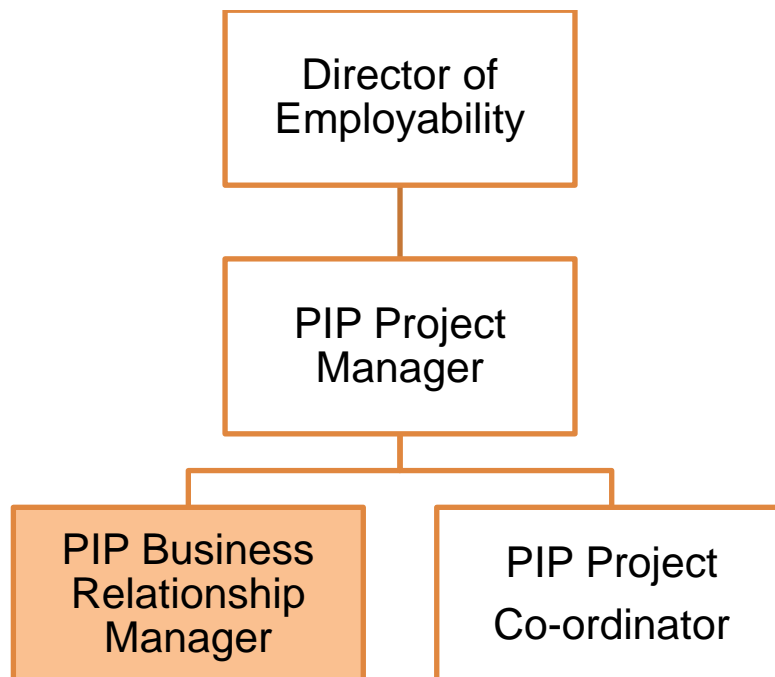
Project Overview

PIP is a new project supporting businesses by arranging internships for postgraduate students and providing financial support. The project will generate 150 postgraduate internships within SMEs over 2 years. Project activities will be run by the universities of Aston and Wolverhampton, Aston University will

lead the project, the University of Wolverhampton is a partner. Postgraduate skills will be applied to short term projects within the business; providing a resource, ideas and skills for growth and innovation at an affordable price. Postgraduate students benefit from enhanced employability and add value to SMEs in the West Midlands. Project success will depend on a collaborative approach with the wider team in Graduate Advantage, Postgraduate departments at Aston University (AU), the University of Wolverhampton and the AU Careers Team.

This role is based at Aston University and is part-funded by ERDF.

For more information, visit our website www.aston.ac.uk/.

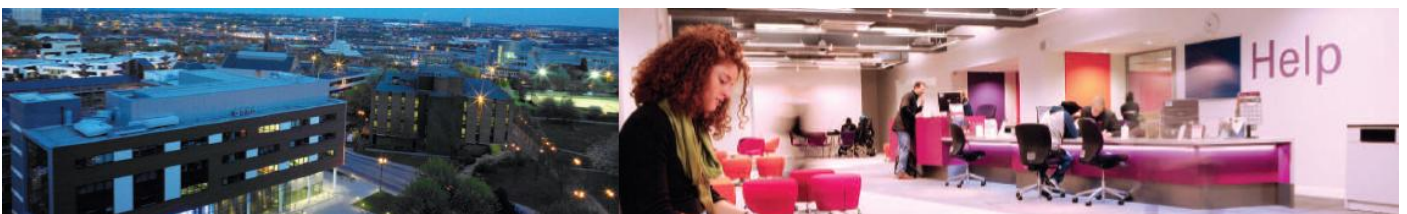


▶ Job description

Reporting to the PIP Project Manager, the role will focus on employer engagement activities, including taking the lead on all aspects of business development. Run by a small team, a flexible approach will be needed to achieve targets, some work will be required on postgraduate engagement and general project administration, which will ensure a varied and challenging role.

Responsibilities

- ▶ Work proactively to source opportunities for Postgraduate students (PG) in businesses across the West Midlands area focusing on small to medium enterprises in the private sector. Managing all stages of the process, collecting required evidence for each output.
- ▶ Lead on promoting the project to SMEs within the West Midlands via events, networking, social media and other channels as appropriate.
- ▶ Work collaboratively Graduate Advantage, the Postgraduate Employer Liaison Manager, the University of Wolverhampton and Aston University Careers Team to generate appropriate opportunities for PG students.
- ▶ Organise and attend employer and student events to successfully generate business leads and student interest. This will involve attendance at networking events and exhibitions.
- ▶ Produce reports on performance progress against target and forecast future performance to inform the business development strategy.
- ▶ Raise employer profiles at Aston University to generate Postgraduate student interest.
- ▶ To cultivate and maintain a strong working relationship with key stakeholders for the PIP project.
- ▶ Disseminate business development information to the University of Wolverhampton, sharing good practice on project progress and any new processes.
- ▶ If required, deliver training/coaching to PG students to support success with PG applications.
- ▶ Alongside the Project Coordinator, match and shortlist postgraduates for internships generated.
- ▶ Work collaboratively with colleagues in the Graduate Advantage team, the Employability Department and the wider Aston University community towards achieving the Aston 2020 strategy.
- ▶ To work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation.



► Person specification

	Essential	Method of assessment
Education and qualifications	A Levels or equivalent experience in a similar level and type of role	Application form
Experience	<p>Experience of building and maintaining effective relationships</p> <p>Experience of building credibility through excellent written and verbal communication skills</p> <p>Experience of working in a target driven environment</p> <p>An understanding of recruitment processes</p> <p>Experience of achieving results through other people</p>	Application form, Interview
Aptitude and skills	<p>Knowledge of the SME sector</p> <p>Ability to sell a concept</p> <p>Develops sustainable relationships with a wide range of stakeholders</p> <p>Demonstrates positive leadership and management qualities</p> <p>Thinks and plans strategically</p>	Application form, Interview
	<p>Has the will and ability to work cooperatively with others</p> <p>Able to convey information in an understandable and engaging manner</p> <p>Negotiation and persuasion skills</p> <p>Uses judgement to makes good decisions in complex situations</p> <p>Ability to work independently</p> <p>Able to work flexibly and use initiative</p> <p>Tenacity and resilience</p> <p>Highly developed organisational skills</p> <p>Able to prioritise and manage competing demands</p>	Interview
	<p>Sound knowledge of IT including word processing, spreadsheets, email and the internet, ideally in a Microsoft Office environment</p> <p>Willingness to travel throughout the West Midlands</p> <p>Willingness to work outside contracted hours on occasion (including early mornings, evenings and weekends)</p>	Application form

	Desirable	Method of assessment
Education and qualifications	Good Honours degree or equivalent	Application form
Experience	Experience of organising placements, preferably for students or graduates/postgraduates Training and coaching experience Event management experience	Application form, Interview
Aptitude and skills	Knowledge of employment, equal opportunities and Data Protection legislation Commitment to continued professional development	Application form, Interview Application form

► Salary & benefits

This post is offered on a fixed term basis until 31 October 2015. The appointment is Grade 7 and the salary range for this grade is £24,049 - £28,685 per annum.

Holiday entitlement	30 days per annum, in addition to 13 days public and university holidays.
Pension	Eligible staff are offered a defined benefit pension with the Universities Superannuation Pension Scheme
Contribution pay	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
Relocation	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have access to the internet telephone 0121-204-4500 and leave your name and address quoting the reference number.

Closing date for applications 13 December 2013

Interview date: 18 December 2013

Please contact Rachel McIntosh, PIP Project Manager, for an informal discussion about the role.
Tel: +44(0) 121 204 3020 Email: r.mcintosh@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Anne-Marie Lokwiya
HR Advisor
A.lokwiya@aston.ac.uk
+44 (0) 121 204 5385

Harinder Bhachu
HR Administrator
h.bhachu@aston.ac.uk
+44 (0) 121 204 4280

► Outline terms and conditions of the appointment

Qualifications Successful candidates will be required to produce evidence of their qualifications upon joining the University

Medical examination It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

Eligibility to work in the UK Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the [points-based calculator](#) on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

Document checks As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the [UK Border Agency website](#).

Equal opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.

An Equal Opportunities Monitoring Form is included with the application form.

Data Protection Act 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Disclosure and Barring Service (DBS)

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.

Aston University
Employable Graduates
Exploitable Research

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