



**Business Partnership Co-ordinator**

**Closing date: 08 November**

Ref: R130339

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## Contents

* About Aston University
* Welcome from the Vice-Chancellor, Professor Dame Julia King
* Job description
* Person specification
* Salary and benefits
* How to apply and the selection process
* Outline terms and conditions

# ⏵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 Dame Julia King

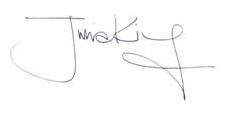
*Dear applicant*

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive.  As a small, focussed University we have the advantages of agility, innovation and team working that some of our competitors do not.  Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

Our research legacy will be determined by our performance in the REF.  If we perform to our true potential we will have a successful outcome, with greater and more stable income streams, growing numbers of links to business and a stronger international research reputation.

Teaching quality and the student experience must also continue to be an important focus.  Like a number of other highly ranked institutions, we need to continue to improve student feedback and assessment, and we must continue to do all we can to address the needs of students.

We very much look forward to receiving your application and learning more about how you would contribute to Aston’s continuing success.



Professor Dame Julia King  
Vice-Chancellor

# ⏵Job description

To assist the Associate Dean of Business Partnerships and Community Engagement in the delivery of ABS and AU objectives in business and community engagement. Specifically this will cover:

* Administration and co-ordination of the Professional Mentoring Scheme for second year undergraduates
* Support the development and subsequent administration and co-ordination of the Advanced Professional Mentoring Scheme for final year undergraduates
* Support the development and subsequent administration and co-ordination of direct links between non-university organisations and post-graduate students via faculty through the new ABS / AU developments as instigated by the Associate Dean
* Administer and co-ordinate Aston Business School Advisory Board events
* Provide general administrative support to the Associate Dean for Business Partnerships and Community Engagement.

This role will report to the Associate Dean for Business and Community engagement.

The role holder will frequently liaise with other departments such as the Business Partnership Unit, the Undergraduate Office, the Post Graduate Office and Marketing and Communications Dept. The role holder will also be frequently liaising with managers and director level people from non-university organisations, as well as undergraduate and post-graduate students.

# ⏵Person specification

|  | **Essential** | **Method of assessment** |
| --- | --- | --- |
| **Education and qualifications** | * Be educated to degree level | Application form |
| **Experience** | * Have proven experience in a responsible administrative role (e.g. organising meetings, setting agendas, taking minutes, processing financial transactions, etc.) * Excellent communication skills, verbally and written, and be able to effectively communicate with all levels of faculty, students and managers from non-academic organisations * Be good at co-ordinating events * Be familiar with University information systems and processes * Be extremely well organised and able to organise others * Be presentable, outgoing and able to represent Aston Business School and Aston University in a positive and professional manner at all times. * Be able to work as part of a team of professionals | Application form and interview and short presentation (with or without visuals) |
| **Aptitude and skills** | * Excellent written and oral communication skills * Ability to use own initiative and make sensible judgments * Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year. * Able to communicate effectively at all levels in both written and verbal communications * Pro-active and self-managing * Flexible and able to think on your feet * Excellent organisational capability * Ability to help co-ordinate lasting business and community relationships * Able to cope under pressure | Interview and presentation |

|  | **Desirable** | **Method of assessment** |
| --- | --- | --- |
| **Experience** | * Experience of working in a Higher Education environment * Experience of working with commercial or industrial sectors * Experience working with students (UG, PG and research) | Application form, interview and presentation |
| **Aptitude and skills** | * IT Literacy * Proficient in use of University IT systems and processes * Secretarial skills | Interview and presentation |

# ⏵Salary & benefits

This post is offered on an on-going basis and the salary range for this Grade 6 post is £20,764- £22,700 per annum.

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| **Holiday entitlement** | 25 days per annum, in addition to 13 days public and university holidays. |
| **Pension** | Eligible staff are offered a defined benefit pension with theAston University Pension Scheme (AUPS). |
| **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](http://www1.aston.ac.uk/hr) for full details of our [salary scales](http://www1.aston.ac.uk/staff/hr/pay-reward/salary-scales/) and the [benefits](http://www1.aston.ac.uk/staff/hr/benefits/) Aston University staff enjoy.

# ⏵How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://www.aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

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| **Closing date for applications** | 08 November 2013 |
| **Interview date** | 22 November2013 |
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Please contact Dr. Ben Clegg, for an informal discussion about the role.  
Tel: +44(0) 121 204 3063 Email: b.t.clegg@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:

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| Manpreet Kaur  HR Administrator  +44 (0) 121 204 4590  [m.kaur10@aston.ac.uk](mailto:m.kaur10@aston.ac.uk) |  |

# ⏵Outline terms and conditions of the appointment

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| **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](http://www.ukba.homeoffice.gov.uk/pointscalculator) 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](http://ind.homeoffice.gov.uk/). |
| **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. |

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| **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.  Since this post may involve substantial unsupervised contact with young people and/or vulnerable adults, it is an exception under the act and the successful applicant will be required to undergo a DBS check |
| **Research start up fund for new academics** | All academic staff joining Aston Business School receive a start-up fund of £3,000 (for Lecturers and Teaching Fellows) and £6,000 (for Senior Lecturers). This fund must be used to cover the cost of any IT equipment required, but any unused money can be put towards research costs.  Alternatively Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University’s scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University. |
| **Research start up fund for new academics** | Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University’s scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University. All other academics joining the School will receive a start-up fund of £5,000 per year for 2 years. |
| **Teaching Qualifications** | It is the normal expectation that all teaching staff who are not able to satisfy the requirements of an advanced teaching qualification (such as the University’s PG Certificate in Professional Practice (PGCPP)) on appointment should be able to do so within two years of appointment. This may be extended to four years in exceptional circumstances or where staff hold part-time posts. |

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).



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