

Appointment details

Postgraduate Employer Liaison

Aston Business School



Closing date:

1st November 2013

Ref: R130347

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.

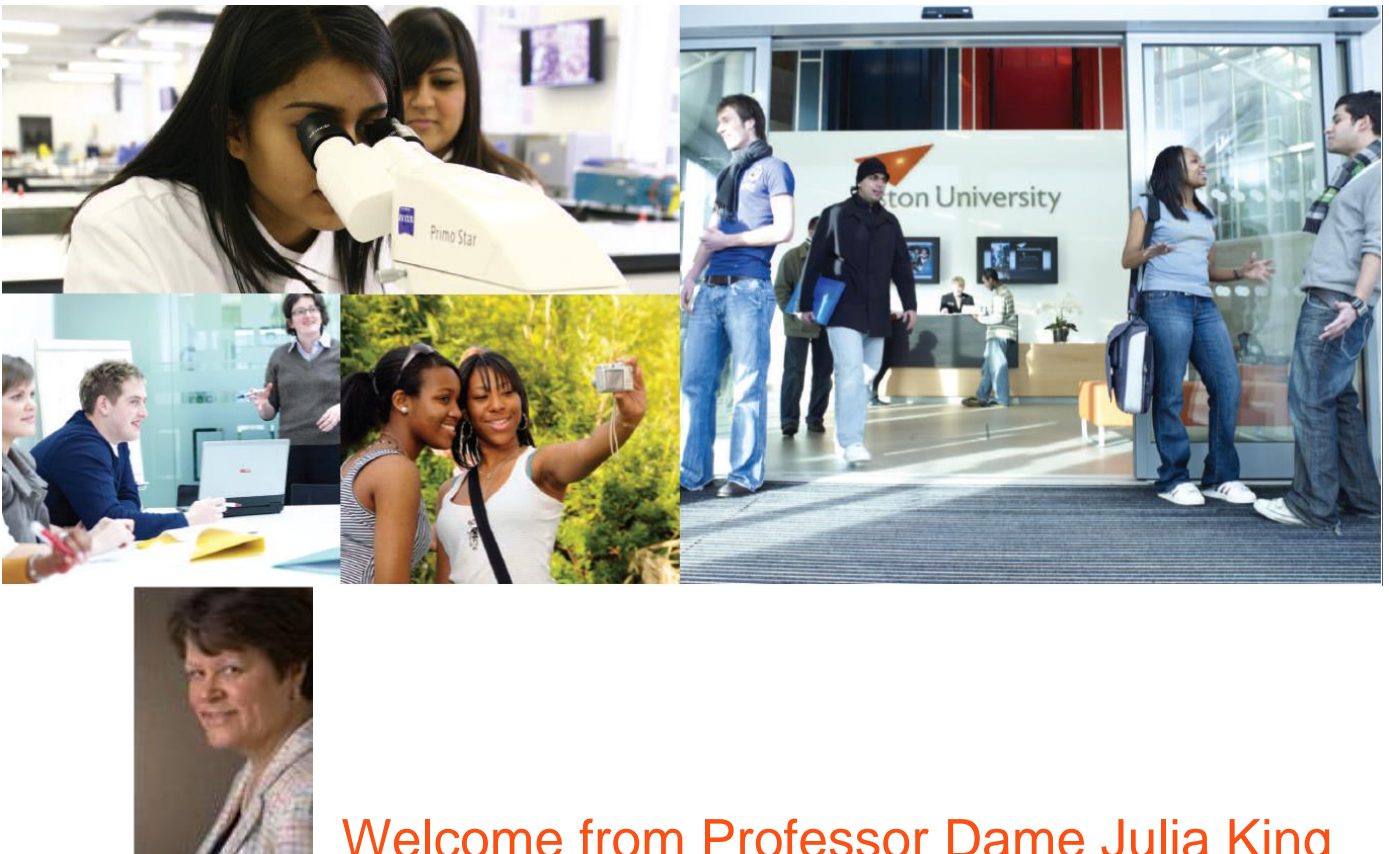
We already 'punch above our weight' and have high, yet realistic, aspirations for 2020 that include:

- ▶ 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.

A handwritten signature in black ink that reads 'Julia King'.

Professor Dame Julia King
Vice-Chancellor

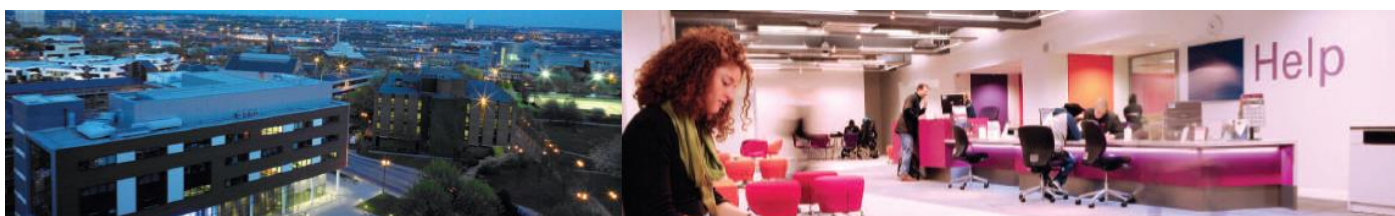
▶ Job description

To develop and maintain relationships with organisations interested in offering jobs, projects, work experience, and internships to postgraduate students, particularly MBA participants. The post will be instrumental in developing links with companies and recruitment consultancies, both in the UK and internationally, to facilitate MBA and MSc recruitment activity and placement. You will take particular responsibility for promoting Aston Business School's MBA programme and its participants with employers and recruitment consultancies, however; the role will also work closely with the entire postgraduate team creating opportunities for MSc participants as well.

You will report to the Associate Dean for Business Partnerships and work closely with MBA Careers Adviser and the University Careers team. This post demonstrates Aston Business School's continued commitment to the development of the Careers Programme for its postgraduate students.

Responsibilities

- ▶ To work with the Business School's MBA Careers Adviser to ensure that Employer Liaison activities support the Postgraduate Career Management Skills programmes
- ▶ To promote Aston Business School's MBA and MSc programmes with employers and recruitment consultancies
- ▶ To access the best opportunities and interactions with a range of employers; from regional SMEs, to multi-national corporations
- ▶ To work closely with the Business Partnerships team to ensure consolidated business partnerships across the Business School
- ▶ To create and maintain a national and international postgraduate employer database
- ▶ To actively seek and identify organisations interested in offering projects and internships by following up leads, visiting, developing, and maintaining relationships with companies over successive years
- ▶ To work with the MBA Careers Adviser in bringing vacancies to the attention of MBA students and alumni
- ▶ To actively seek out, encourage, and host presentations by prospective employers
- ▶ To work closely with the University Careers and Placements Employer teams to ensure seamless communication and service both internally and externally
- ▶ To work with the MBA and MSc Careers Advisers in identifying employers prepared to support the Postgraduate Career Management Skills programme e.g. to take part in mock interviews, assessment centres, recruitment fairs
- ▶ Responsible for achieving targets set by Aston Business School such as placement rankings and number/percentage of postgraduate students placed into internships and full time employment
- ▶ Some evening work and international travel are required. International travel will include approximately 2-3 trips per annum focusing on countries that are representative of our current or desired MBA cohort
- ▶ To undertake other duties, as may be required, from time to time which are commensurate with the post held.



► Person specification

	Essential	Method of assessment
Education and qualifications	A good honours degree or equivalent	Application form
Experience	<p>Significant experience in professional level recruitment consultancy, graduate/professional/postgraduate recruitment or sales and marketing</p> <p>Evidence of successful networking with companies and recruiters</p> <p>Successful co-ordination and organisation of events/programmes of activity</p>	Application form, interview and presentation
Aptitude and skills	<p>Excellent written and oral communication skills</p> <p>Ability to use own initiative and make sensible judgments</p> <p>Excellent time management skills with the ability to manage a heavy workload at key periods throughout the year.</p> <p>Able to communicate effectively at all levels in both written and verbal communications</p> <p>Highly pro-active and self-managing</p> <p>Flexible and able to think on your feet</p> <p>Excellent organisational capability</p> <p>Ability to develop deep, lasting business relationships</p> <p>Able to cope under pressure</p>	Interview and presentation

	Desirable	Method of assessment
Experience	<p>Experience of working in a Higher Education environment</p> <p>Experience of working in commercial or industrial sectors</p> <p>Experience working with multi-national organisations</p>	Application form, interview and presentation
Aptitude and skills	<p>IT Literacy</p> <p>Proficient in use of marketing tools</p>	Interview and presentation

▶ Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 8 and the salary range for this grade is £30,424 -£36,298 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 University 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 internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications **1st November 2013**

Interview date **11th November 2013**

Please contact Tripp Martin, MBA Careers Adviser for an informal discussion about the role.
Tel: +44(0) 121 204 4753 Email: t.martin3@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:

Manpreet Kaur
HR Administrator
+44 (0) 121 204 4590
m.kaur10@aston.ac.uk

► 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	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This</p>

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.

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 receives 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.

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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 holds 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.

Aston University
Employable Graduates
Exploitable Research

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