

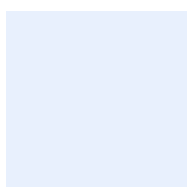
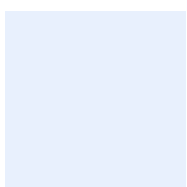
Appointment details

Disability Support Coordinator



Closing date:
5 October 2016

Ref: R160206



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▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to industry, government and commerce.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. Over 75% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Aston University is 14th in the UK for 'Top universities by graduate earnings', ahead of UCL, Bristol, Warwick and Loughborough. (The Telegraph, 2015).

Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is rated as one of the '100 most international universities in the world 2015.' (The Times Higher, 2015).

Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 9,500 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



Welcome from Alan Charters

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.

Whilst there are some 'knowns' - HEFCE funding for both teaching and capital investment has experienced dramatic reductions, the impact of the UK's new visa regime on international student numbers - there are equally important 'unknowns' - to what extent will student expectations rise as a result of the increased fees. Universities who are able to adapt swiftly to a changing and increasingly competitive market will thrive.

Aston is well positioned for the 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.

A handwritten signature in black ink that reads "Alan Charters". The signature is written in a cursive style with a long horizontal line underneath.

Alan Charters
Chief of Operations and Estates



► University Values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at <http://www.aston.ac.uk/staff/working/dare-to-succeed/values/>

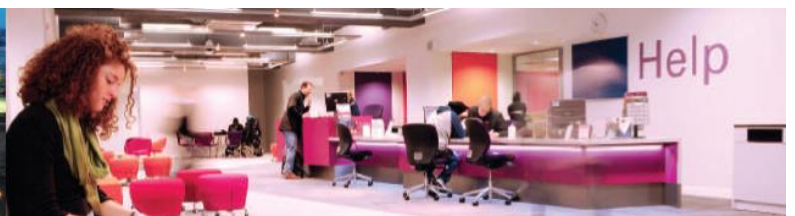
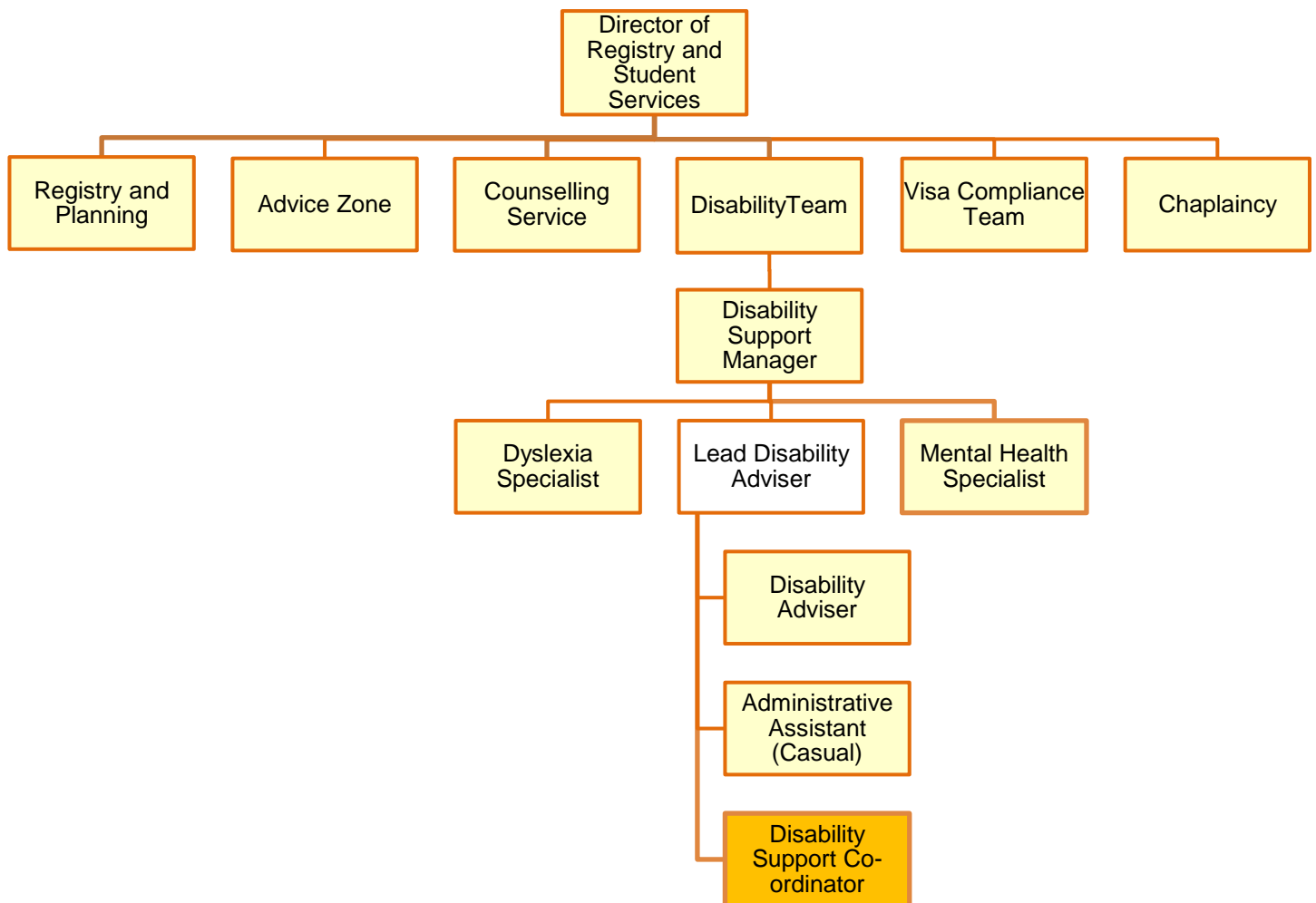
In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allid=158042>

► Staff Expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying "yes"
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

Department structure





▶ Job description

To work within the Disability Team to co-ordinate support to students with a variety of additional needs, medical conditions, specific learning differences and disabilities. This will involve working closely with the Disability Support Manager, Lead Disability Adviser, colleagues in Registry and Student Services, staff across the University, and students.

In particular, the post holder will have responsibility for recruiting and training a team of post graduate student note-takers, exam support workers, and practical support assistants within Aston's post graduate student population, and co-ordinating support activities.

A requirement is to work flexibly across all areas of the Disability Service to ensure that all students receive the best possible service.

Responsibilities

- ▶ Work with Disability Team colleagues to deliver a confidential service to students
- ▶ Provide an in-house practical and enabling support service to students with a range of disabilities
- ▶ Under the guidance of the Disability Support Manager, undertake the recruitment, selection, training and induction of enabling support workers from Aston's Post Graduate student population
- ▶ Take responsibility for casework allocation, support referrals and monitoring the progress of student support for students requiring enabling support provision
- ▶ Operate a quality assurance programme for the in-house enabling support service
- ▶ Promptly record and maintain accurate student case notes and other databases or systems as appropriate.
- ▶ Provide administrative support to the Disability Support Manager and Lead Disability Adviser
- ▶ Assist in events to promote the Disability Team's services and disability, mental health and wellbeing awareness activities,
- ▶ Assist in Disability Team research projects, and with student satisfaction surveys and focus groups
- ▶ Support the Team in creating and developing awareness raising materials and delivering training to promote inclusion, accessibility and proactive anticipatory adjustments
- ▶ Triage Disability Team enquiries and general in-box communications
- ▶ Represent the Disability Team at open days and other events
- ▶ Other duties commensurate with the role



► Person specification

	Essential	Method of assessment
Education and qualifications	<p>Educated to first degree level</p> <p>GCSE English Language Grade A-C</p>	Application form
Experience	<p>Demonstrable knowledge and experience of working in HE, ideally in a learning support capacity, and an understanding of the demands faced by students of studying at HE level</p> <p>Demonstrable understanding of the barriers which disabled students may have in accessing learning</p> <p>Clear and demonstrable understanding of issues of confidentiality and data protection</p> <p>Previous experience of providing mentoring or advocacy</p> <p>Demonstrable experience/understanding of the importance of clear boundaries relating to enabling support provision including personal integrity</p> <p>Experience of using HE/FE IT systems, such as online learning environments, Blackboard, etc.</p>	Application form interview
Knowledge	<p>Good working knowledge of undertaking research at HE level</p>	Interview
Aptitude and skills	<p>Clear handwriting at speed and/or accurate keyboarding skills</p> <p>Good research skills, particularly the use and application of qualitative methodologies.</p>	Application, interview



	<p>IT skills, particularly in the use of Microsoft Office packages and email</p>	
	<p>Good verbal communication.</p> <p>Creative thinker with ability to develop innovative solutions to problems.</p> <p>Excellent spelling and punctuation and ability to proofread</p> <p>Accurate reader with a good attention to detail and able to meet tight deadlines which are not negotiable</p> <p>Ability to respond sensitively to the needs of students experiencing distress</p> <p>Adaptable and resourceful in being able to cope with supporting multiple students with differing needs studying varying subject areas, including coping with any technical course jargon</p> <p>Good organisational skills and a high degree of attention to detail.</p> <p>Good networking skills</p> <p>Ability to work as part of a team and contribute to outstanding team performance.</p> <p>Accurate and timely record keeping</p>	<p>Interview</p>



	Desirable	Method of assessment
Experience	<p>An understanding of a wide range of disabilities</p> <p>Demonstrable experience and understanding of quality assurance schemes for customer / client services</p> <p>Involvement in recruitment and selection procedures</p> <p>Experience of delivering training</p>	Application, interview



► Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 6 and the salary range for this grade is £21,843 - £23,879 per annum.

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 the Aston 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 Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

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 5 October 2016

Interview date To be confirmed

Please contact Sally Holgate, Acting Head of Counselling for an informal discussion about the role.
Tel: +44(0) 121 204 4727 Email: s.holgate@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
+44 (0) 121 204 5385
a.lokwiya@aston.ac.uk

► Outline terms and conditions of the appointment

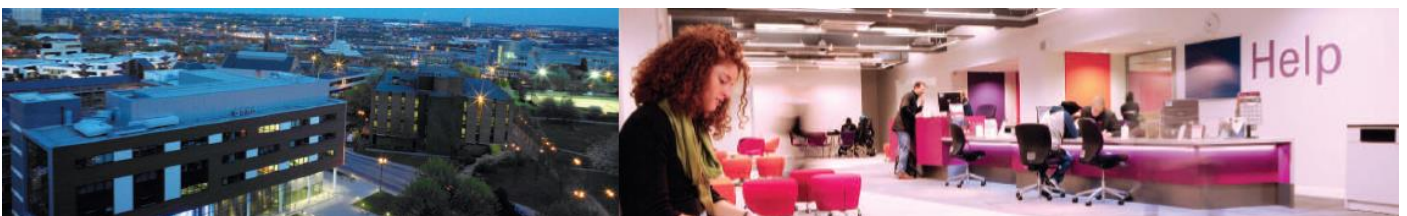
Qualifications	Successful candidates will be required to produce evidence of their qualifications upon joining the University
Medical clearance	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
Eligibility to work in the UK	<p>Candidates 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 Visas and Immigration 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 Visas and Immigration 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 commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
Data Protection Act 1998	<p>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.</p> <p>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.</p>



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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